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OCCUPATIONAL SURVEY REPORT

INFORMATION MANAGEMENT

70XX CIVILIAN EQUIVALENT

AFPT 90-70X-877

JUNE 1991

91 1122 038

OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT SQUADRON
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-5000

91-16300

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AFCPMC/DPCMB (RANDOLPH AFB TX)	2	1	2	4
AFMPC/DPMRPQ1	2			
AFMPC/DPMRAD5	1			
AL/HRD/MODS	2	1m	1m	1
AL/HRD/ID	1	1m	1m/1h	1
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HQ AFRES/IM/DP	2		2	
HQ AFSC/IM/DP	2		2	
HQ AFSPACECOM/IM/DP	2		2	
HQ ARPC/IM/DP	2		2	
HQ ATC/IM/DP	2		2	
HQ AU/IM/DP	2		2	
HQ ESC/IM/DP	2		2	
HQ MAC/IM/DP	2		2	
HQ PACAF/IM/DP	2		2	
HQ SAC/IM/DP	2		2	
HQ TAC/IM/DP	2		2	
HQ USAF/AAI (WASHINGTON DC 20550-1000)	1	1	1	1
HQ USAF/DPPE	1			
HQ USAFA/IM/DP	2		2	
HQ USAFE/IM/DP	2		2	
SAF/AAI (WASHINGTON DC 20550-1000)	3	2	2	
USAFOMS/OMDQ	1			
USAFOMS/OMYXL	10	2m	5	10
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OCCUPATIONAL SURVEY REPORT

TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
PREFACE	v
SUMMARY	vi
INTRODUCTION	1
Background	1
SURVEY METHODOLOGY	1
Survey Administration	2
Survey Sample	2
ANALYSIS OF DATA BY JOB STRUCTURE	8
Job Structure Groups	18
ANALYSIS OF DATA BY OCCUPATIONAL SERIES (OS)	37
OCCUPATIONAL SERIES (OS) GROUPS	44
ANALYSIS OF DATA BY PAYGRADE GROUPS	59
ANALYSIS OF SELECTED BACKGROUND DATA	59
SATISFACTION INDICATORS	60
Job Satisfaction	60
WRITE-IN COMMENTS	82
IMPLICATIONS	83

A-1

TABLE OF CONTENTS
(FIGURES, TABLES, APPENDIXES)

	<u>PAGE NUMBER</u>
Figure 1.....Occupational Series Distribution	4
Figure 2.....Paygrade Distribution	5
Figure 3.....Paygrade Distribution by Occupational Series	6-7
Figure 4.....Job Structure Distribution	9
Figure 5.....Sample Distribution Within IMCP	38
Figure 6.....Command Distribution	
Table 1.....Selected Background Data for Job Structure	10-17
Table 2.....Relative Percent Time Spent on Duties by Job Structure.	19-22
Table 3.....Summary of Selected Occupational Series Background Data	39
Table 4.....Relative Time Spent on Duties by Occupational Series (OS)	40
Table 5.....Distribution of Occupational Series Across Job Structure	41
Table 6.....Relative Time Spent On Duties By Paygrade Within Selected Occupational Series	43
Tables 7 - 15.....Representative Tasks Performed by Occupational Series	
Table 7.....301 Miscellaneous Administration and Program	46
Table 8.....303 Miscellaneous Clerk and Assistant	47
Table 9.....342 Support Services Administration	49
Table 10.....343 Management Analysis	51
Table 11.....344 Management Clerical and Assistance	52
Table 12.....1082 Writing and Editing	54
Table 13.....1087 Editorial Assistance	55
Table 14.....1654 Printing Management	57
Table 15.....2003 Supply Program Management and 2005, Supply Clerical and Technician	58
Table 16.....Job Satisfaction Indicators by Job Structure	61
Table 17.....Job Satisfaction Indicators by Occupational Series	62
Table 18.....Job Satisfaction Indicators by Paygrade	63
Table 19.....Job Satisfaction Indicators by MAJCOM or Operating Agency	64-65
Table 20.....Relative Time Spent on Duties by MAJCOM or Operating Agency	68-69
Table 21.....Relative Time Spent on Duties by Pay Plan and Paygrade	70
Table 22.....Highest Level of Education Completed (Job Structure)	72

TABLE OF CONTENTS (CONTINUED)
(FIGURES, TABLES, APPENDIXES)

	<u>PAGE NUMBER</u>
Table 23.....Highest Level of Education Completed (Occupational Series)	73
Table 24.....Major or Area of Concentration of Associate Degree or Equivalent Certificate (Job Structure)	74
Table 25.....Major or Area of Concentration of Associate Degree or Equivalent Certificate (Occupational Series)	75
Table 26.....Major or Area of Concentration of Undergraduate Degree (Job Structure)	76
Table 27.....Major or Area of Concentration of Undergraduate Degree (Occupational Series)	77
Table 28.....Major or Area of Concentration of Graduate Degree (Job Structure)	78
Table 29.....Major or Area of Concentration of Graduate Degree (Occupational Series)	79
Table 30.....Method of Drafting or Writing Correspondence by Occupational Series	80-81
APPENDIXES A1 through A21	86
Representative Tasks Performed by Job Structure Groups	
APPENDIXES B1 through B6	87
Representative Tasks Performed by Paygrade Personnel of Selected Occupational Series	
APPENDIXES C1 through C9	88
Summary of Selected Background Information of Personal Experience in Administration Technology, Office Automation or Information Systems Technology Data by Occupational Series	

PREFACE

This Occupational Survey Report (OSR) presents the results of a detailed Air Force Occupational Survey of Information Management Civilian Personnel. The project was requested by SAF/AAI. Authority for conducting occupational surveys is contained in AFR 35-2. Computer products upon which this report is based are available for use by operations and training officials.

The survey instrument was developed by First Lieutenant Bill Knoll, with computer support furnished by MSgt Cornelia Wharton. Administrative support was furnished by Ms Tamme Lambert. Ms Joan M. Cofield, Occupational Analyst, analyzed the data and wrote the final report. This report has been reviewed and approved for release by Mr Gerald R. Clow, Chief, Management Applications Section, USAF Occupational Measurement Squadron.

Copies of this report are distributed to Air Staff sections, major commands, and other interested management and training personnel. Additional copies are available upon request to the USAF Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Branch (OMY), Randolph AFB, Texas 78150-5000 (DSN 487-6623).

BOBBY P. TINDELL, Colonel, USAF
Commander
USAF Occupational Measurement
Squadron

JOSEPH S. TARTELL
Chief, Occupational Analysis Branch
USAF Occupational Measurement
Squadron

SUMMARY

1. Survey Coverage: Information Management civilian personnel in paygrades GS-7 and above in selected occupational series were surveyed to obtain current data to assist Air Staff in future Civilian Information Management Career Program (IMCP) and training decisions.
2. Specialty Jobs: Three clusters and four independent jobs were identified. Although the Information Management personnel perform diverse functions, the majority of the personnel perform many similar tasks which have an administrative orientation, such as general administrative, management, and supervisory tasks. Those personnel in technically oriented positions also spend a substantial amount of their job time performing general administrative functions.
3. Occupational Series: The analysis of the occupational series, paygrade groups, and selected background data indicates both the diversity of the various series and the similarity of some of the tasks performed among the survey respondents. Data comparisons pinpoint clearly the differences and similarities of the tasks performed, as well as the usual paygrade progression relationships between and within the respective occupational series.
4. Selected Background Information: Of special interest to SAF/AAI are data included on the types of tasks that the targeted series are accomplishing and how they corresponded to the classification career patterns of the Civilian Information Management Career Program (IMCP). Also analyzed were data regarding each respondent's personal methods of drafting or writing AF correspondence, and educational background and concentration of associate, undergraduate, or graduate degrees. Other data included are knowledge and experience levels of the various administration technology, office automation, and information systems technology required of the Information Management personnel. Data are provided for each of the areas.
5. Job Satisfaction: Overall, job satisfaction within the targeted occupational series is rated very high. The members indicate their jobs are interesting, their talents are being utilized, and they are satisfied with their sense of accomplishment. In contrast to the positive job satisfaction indicators, however, 44 percent of the respondents indicate they have received no AF technical training, and 38 percent do not believe what training they have received is being utilized.
6. Civilian Classification Descriptions: The duties and tasks performed by the targeted occupational series appear to correspond accurately with the classification descriptions listed in the U.S. Office of Personnel Management Handbook of Occupational Groups and Series (August 1989) and designated Civilian Personnel Position Descriptions.

7. Implications: The in-depth data analysis indicates that although the Information Management personnel perform diverse functions, the targeted occupational series appear to be compatible, since the majority of the personnel perform many similar tasks. The General Administrative tasks are the most consistent tasks performed and account for 37 percent to 48 percent of the survey respondents' job time. Each of the occupational series appears to be performing duties and associated tasks which fall within the career progression pattern of the Information Management Career Program.

OCCUPATIONAL SURVEY REPORT
INFORMATION MANAGEMENT OCCUPATIONAL SERIES

INTRODUCTION

This is a report of the occupational survey of the Information Management Civilian personnel completed by the Occupational Analysis Branch, USAF Occupational Measurement Squadron. This survey was requested by the Director of Information Management, SAF/AAI. The last occupational survey results of the combined 70XX officer and civilian equivalent personnel were published in May 1988. The objective of this study is to provide data to assist in long-range planning for civilian progression.

Background

This survey is a readministration of the USAF Occupational Measurement Squadron survey previously administered from December 1986 through June 1987 to the officer and civilian equivalent Information Management personnel. The civilian response (22 percent) to that survey did not include a large enough sample to provide significant data. Because civilians make up more than half of the Air Force's information managers and administrators, SAF/AAI requested a readministration of the survey to its civilian population.

SURVEY METHODOLOGY

Data for this survey were collected using the USAF Job Inventory AFPT 90-70X-877 dated August 1989. Military specific or outdated tasks were removed from the previous task list section. SAF/AAI added additional background information on personal experience and knowledge in administration technology, office automation, and information systems technology, as well as education-level data. They then approved the revised instrument for administration to the targeted civilian population.

Each job inventory consists of three sections:

- (1) a BIOGRAPHICAL INFORMATION section where survey participants provide information about themselves
- (2) a BACKGROUND INFORMATION section where survey respondents provide general information about their job

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(3) a DUTY-TASK list section where respondents indicated the tasks they perform in their current job.

The BIOGRAPHICAL and BACKGROUND sections include 123 questions. These sections request data; such as, present pay plan and paygrade, civilian occupational series, total time in present job, occupational series, and federal civil service. Perceived job satisfaction and sense of accomplishment from their work, job utilization of their talents and utilization of AF training received: knowledge and experience in administration technology, office automation, or information systems technology, supervisory duties, organizational level are also queried.

The DUTY-TASK list consists of 723 tasks grouped under 14 duty titles. These tasks represent the types of tasks performed by the respondents in the 14 designated duty areas.

Survey Administration

In January 1990, each Chief, Base IM received a mailing containing the Job Inventories, a letter of administration instructions, and a mailing list containing the names, occupational series, and paygrade of each individual to be surveyed. Each job inventory booklet included a copy of a letter from Col Wm. O. Nations, Director of Information Management, requesting each respondent's support in completing and returning the inventories promptly. Only personnel in designated functional account code (FAC) 11XX in the listed occupational series in paygrades GS-7 and above were computer selected by the Air Force Civilian Personnel Management Center (AFCPMC/DPCR) for inclusion in the study.

Each individual who completed the survey instrument first filled out a Biographical and Background information section. The respondents were then asked to read each task in the Duty-Task section and place a check beside each task they perform in their current job. After checking all tasks performed, each member then rated each of the marked tasks on a 9-point scale showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount of time spent) through 9 (very large amount of time spent).

To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of their job time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This formula provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

The AFCPMC/DPCR computer mailing list included 838 officer equivalent GS-7 and above Information Management personnel in FAC 11XX in CONUS and overseas positions (no foreign nationals). In January 1990, surveys were mailed to the designated respondents.

To qualify for participation in this survey, the respondents must have:

- a. held their occupational series in the 11XX FAC for at least 6 weeks
- b. been working in their present job for at least 6 weeks
- c. been in occupational series:

OS-301	Miscellaneous Administration and Program
OS-303	Miscellaneous Clerk and Assistant
OS-341	Administrative Officer
OS-342	Support Services Administration
OS-343	Management Analysis
OS-344	Management Clerical and Assistance
OS-345	Program Analysis
OS-1082	Writing and Editing
OS-1087	Editorial Assistance
OS-1654	Printing Management
OS-2003	Supply Program Management
OS-2005	Supply Clerical and Technician
OS-2010	Inventory Management *

SAF/AAI requested USAFOMS to close the survey administration on 1 June 1990. Four-hundred and fifty-one (451) surveys, or a 56 percent return rate, were completed at that time. Of those surveys returned, 420 usable job inventories (52 percent) are included in the present survey sample data. This usable return rate is 30 percent higher than the usable return rate (22 percent) of the previously administered survey (December 1986 through June 1987).

No comparisons are made with the civilian responses to the May 1988 Occupational Survey Report (OSR) of Officers and Civilian Administration Utilization Field Survey Data. The May 1988 OSR data do not include the same occupational series survey population, nor the same FAC of the current survey.

Figures 1 through 3 illustrate general characteristics of the 420 respondents based on background information for the total sample. For example, Figure 1 represents Occupational Series Distribution, which shows that 37 percent of the total sample are OS-344, 28 percent are 343, 12 percent are 1654, and 23 percent are the other occupational series. Figure 2 illustrates the Paygrade Distribution of personnel, which clearly shows that GS-7 personnel represent the largest pay grade group included in the survey sample. Figure 3 provides paygrade distribution for each of the occupational series.

* No surveys were returned from OS-2010, Inventory Management; therefore, they are not included in survey data.

FIGURE 1
OCCUPATIONAL SERIES DISTRIBUTION
N= 420

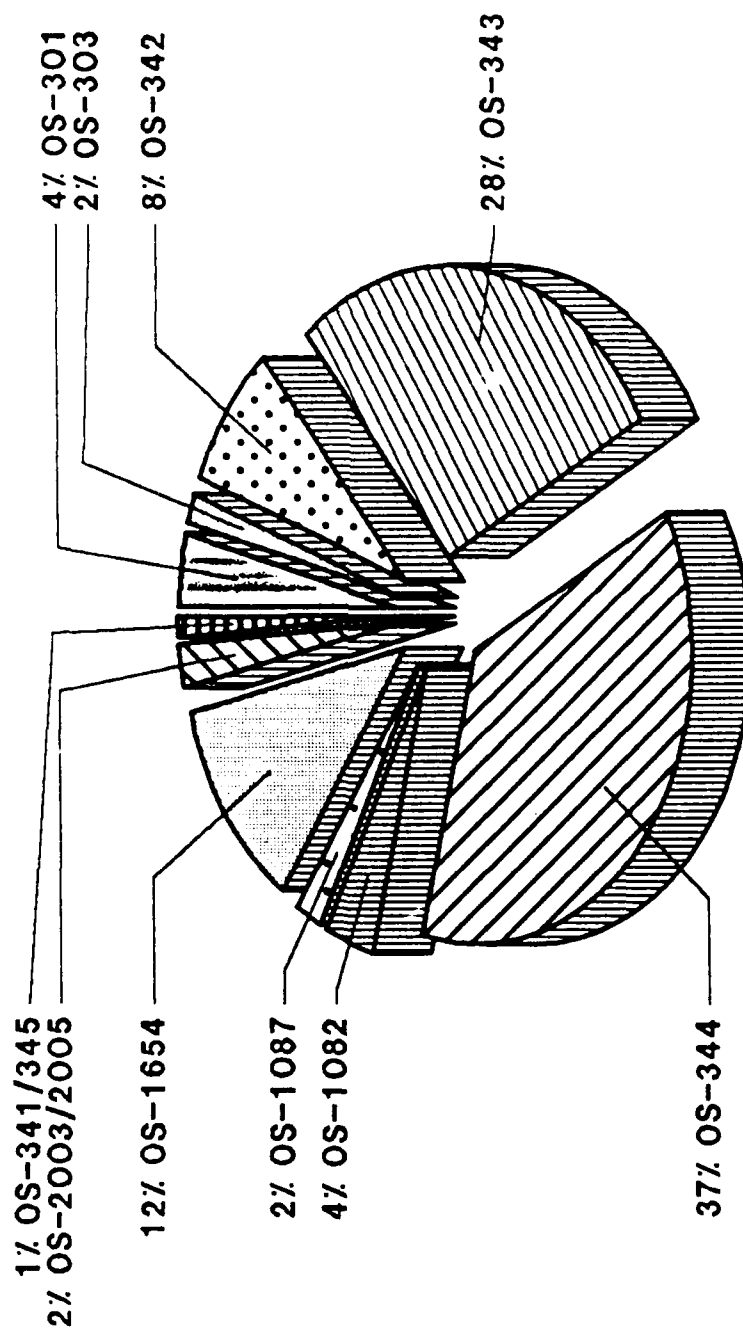


FIGURE 2
PAYGRADE DISTRIBUTION
N= 420

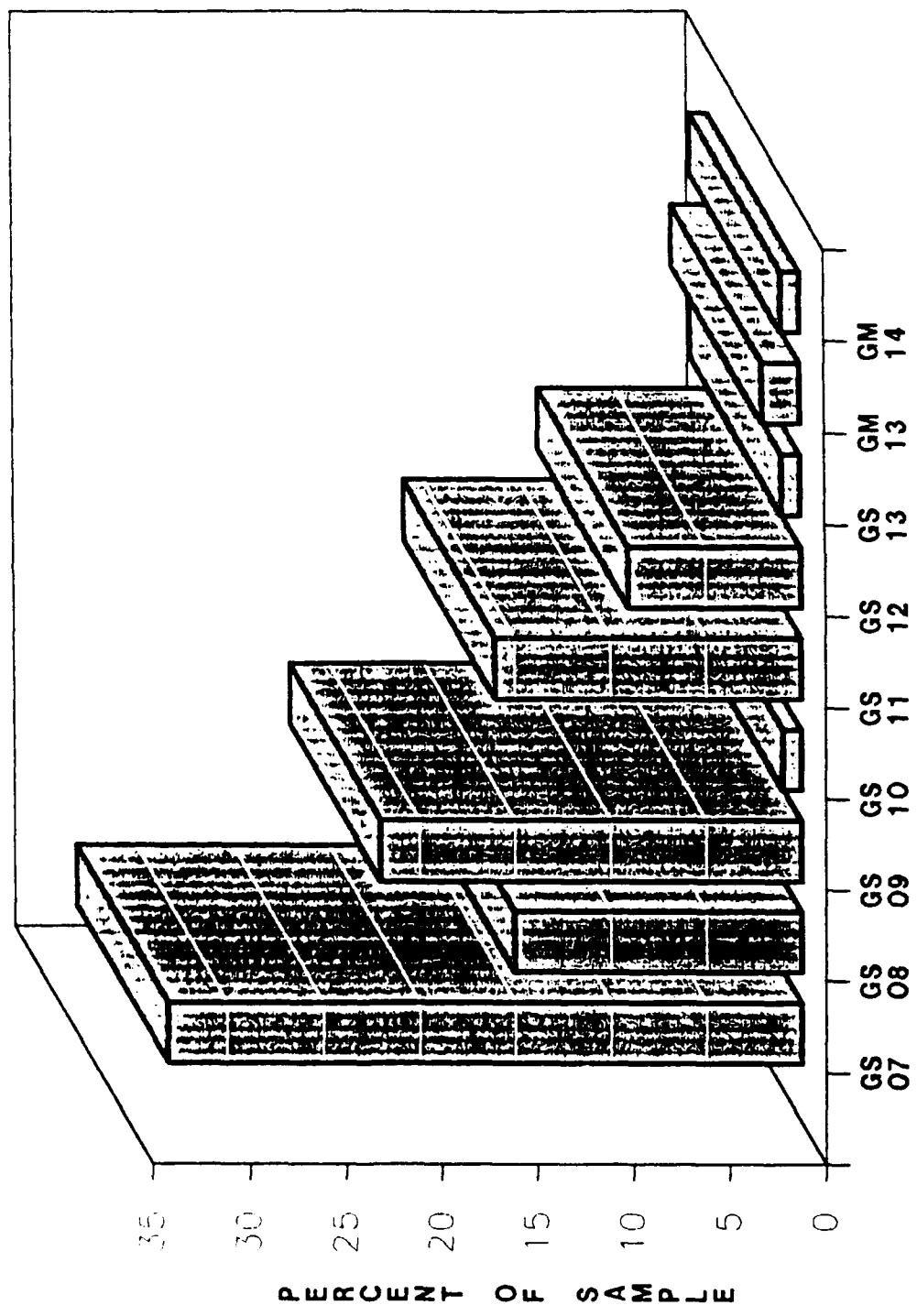
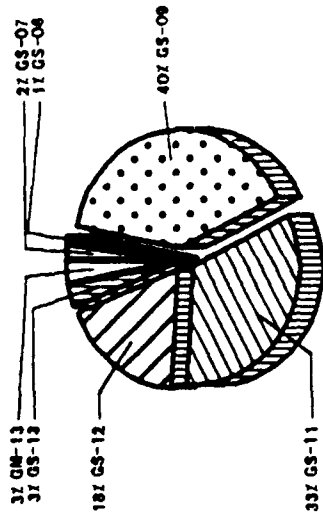
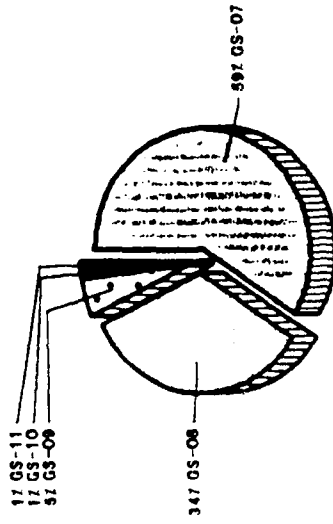


FIGURE 3
PAYGRADE DISTRIBUTION BY OCCUPATIONAL SERIES

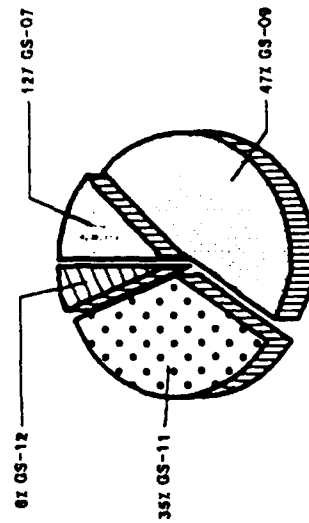
MANAGEMENT ANALYSIS
OS 343, N=119



MANAGEMENT CLERICAL AND ASSISTANCE
OS 344, N=155



MISCELLANEOUS ADMINISTRATION AND PROGRAM
OS 301, N=17



SUPPORT SERVICES ADMINISTRATION
OS 342, N=34

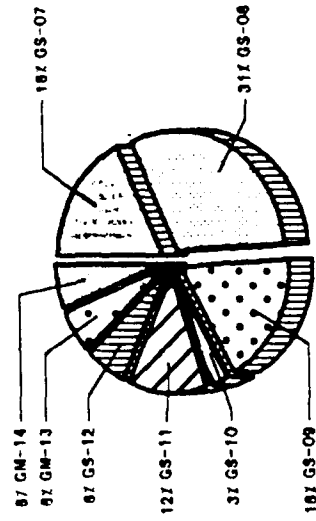
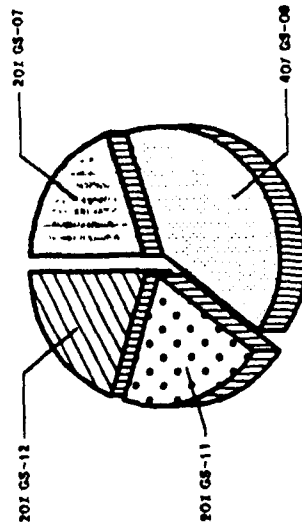
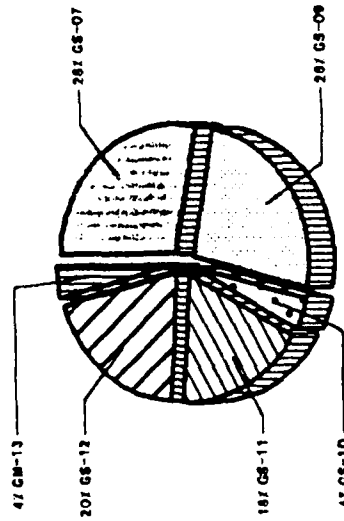


FIGURE 3
(Cont)
PAYGRADE DISTRIBUTION BY OCCUPATIONAL SERIES

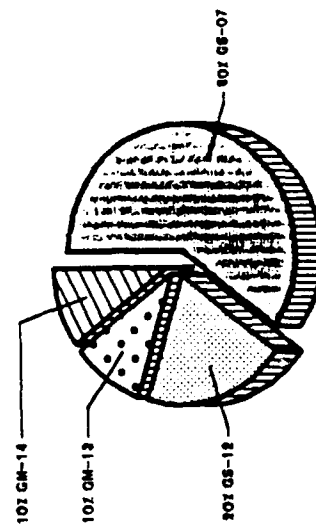
WRITING AND EDITING
OS-1082, N-15



PRINTING MANAGEMENT
OS-1654, N-50



SUPPLY PROGRAM MANAGEMENT
SUPPLY CLERICAL AND TECHNICIAN
OS-2003/2005, N-10



MISCELLANEOUS CLERK AND ASSISTANT, OS-303
GS-07 = 100% = N= 7

EDITORIAL ASSISTANTS, OS-1087
GS-07 = 100% = N= 8

ADMINISTRATIVE OFFICER, OS-341
N= 2

PROGRAM ANALYSIS, OS-345
N= 3

ANALYSIS OF DATA BY JOB STRUCTURE

A USAF Occupational Analysis begins with an examination of the structure of the jobs performed. The structure of the jobs within the target series is examined based on similarity of tasks performed and the percent of time spent ratings provided by job members, independent of background factors. This analysis is based on what personnel are doing on their jobs, as determined from task responses, contrasted to official definitions of their jobs.

An automated job clustering program is used to identify specific jobs. This hierarchical grouping program is a basic part of the Comprehensive Occupational Data Analysis Program (CODAP) system for job analysis. Each individual job description (all of the tasks performed by that individual and the relative amount of time spent on those tasks) in the sample is compared to every other job description for tasks performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time spent ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

The basic identifying group used in this hierarchical job structuring process is the Job. A job is a group of individuals who perform many of the same tasks and spend similar amounts of time performing them. When there are variations in the combinations of tasks and time by sample respondents, a number of different jobs are identified. When there is a substantial degree of similarity between different jobs, they are grouped together and labeled as Clusters.

The resulting job structure is determined by performing an analysis of the 420 survey respondents from the targeted occupational series. Based on some variations in combinations of tasks performed, similarity and time spent, the job structure analysis identified seven major areas (three clusters and four independent jobs) within the survey sample. Figure 4 illustrates the major functional areas identified in the job structure analysis.

As shown in Figure 4, the Records Management Cluster, Information Management Cluster, and Publications and Forms Management Cluster account for 80 percent (N=334) of the total distribution sample. The Reprographics Specialists, Printing Specialists, Contracting Specialists, and Office Automated Systems (OAS) Managers represent 8 percent (N=34), while 12 percent represent the other respondents (52) who did not group in any of the above categories. These groups are further identified below.

The stage (STG) number is a reference to computer-printed information. The letter "N" stands for the number of personnel in the group.

FIGURE 4
JOB STRUCTURE DISTRIBUTION
(N= 420)

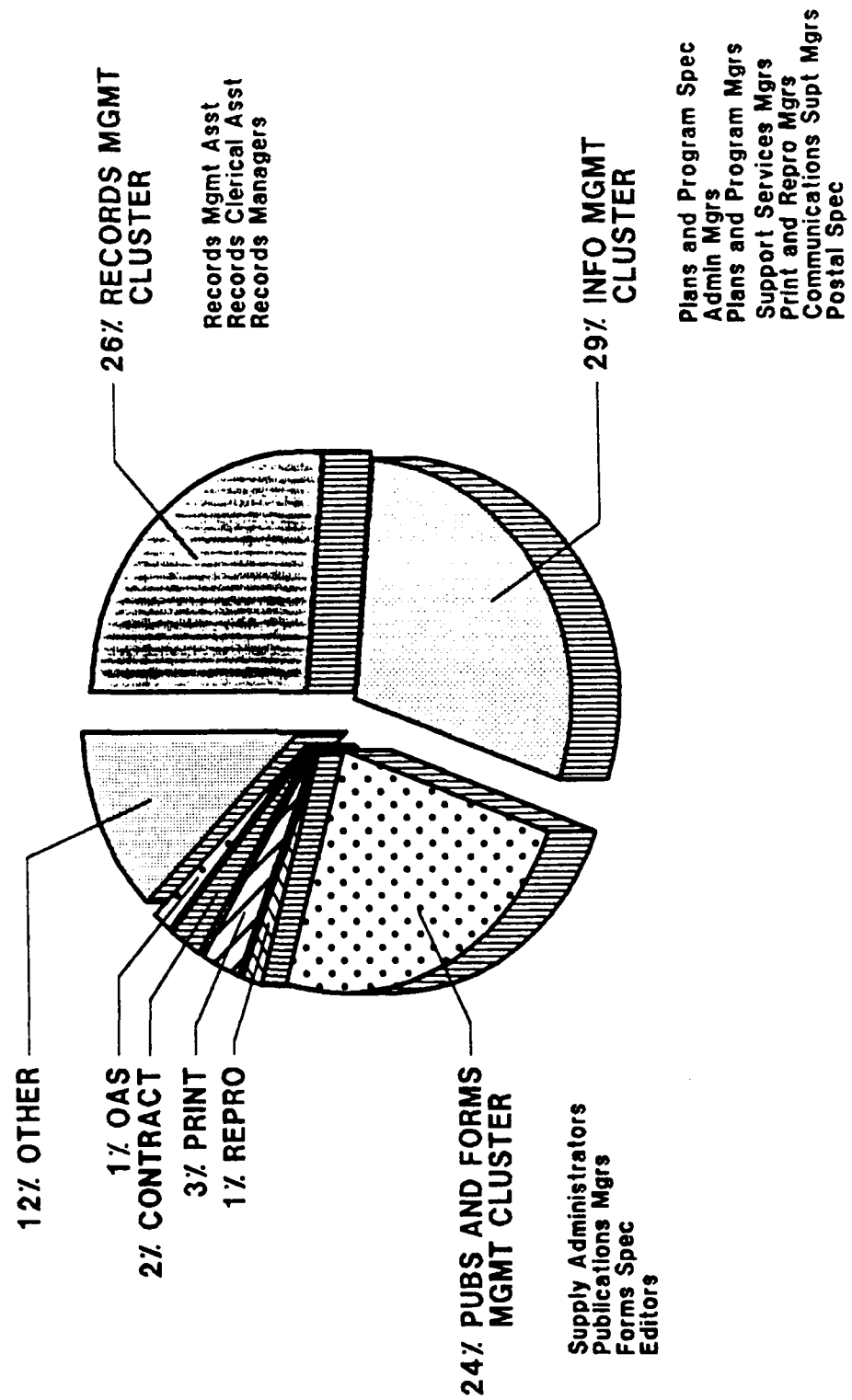


TABLE 1

SELECTED BACKGROUND DATA FOR JOB STRUCTURE*

	RECORDS MANAGEMENT CLUSTER			
	RECORDS MGT CLUSTER (STG 15, N=111)	RECORDS MGT ASSTS (STG125, N=9)	RECORDS CLERICAL ASSTS (STG100, N=6)	RECORDS MGRS (STG126, N=82)
<u>CIVILIAN OCCUPATIONAL SERIES</u>				
OS-301 MISCELLANEOUS ADMINISTRATIVE & PROGRAM	2%	11%	-	-
OS-303 MISCELLANEOUS CLERK AND ASSISTANT	-	-	-	-
OS-341 ADMINISTRATIVE OFFICER	-	-	-	-
OS-342 SUPPORT SERVICES ADMINISTRATION	1%	-	-	1%
OS-343 MANAGEMENT ANALYSIS	38%	44%	33%	35%
OS-344 MANAGEMENT CLERICAL AND ASSISTANCE	59%	44%	67%	63%
OS-345 PROGRAM ANALYSIS	-	-	-	0%
OS-1082 WRITING & EDITING	-	-	-	-
OS-1087 EDITORIAL ASSISTANCE	-	-	-	-
OS-1654 PRINTING MANAGEMENT	-	-	-	-
OS-2003 SUPPLY PROGRAM MANAGEMENT	-	-	-	-
OS-2005 SUPPLY CLERICAL AND TECHNICIAN	-	-	-	-
<u>CIVILIAN PAY PLAN AND PAYGRADE</u>				
GS-07	25%	44%	67%	20%
GS-08	33%	-	-	43%
GS-09	20%	33%	33%	20%
GS-10	-	-	-	-
GS-11	16%	22%	-	15%
GS-12	4%	-	-	2%
GS-13	-	-	-	1%
GM-13	-	-	-	-
GM-14	-	-	-	-

- Indicates less than 1 percent

* Columns may not add to 100 percent due to rounding

TABLE 1 (CONTINUED)

SELECTED BACKGROUND DATA FOR JOB STRUCTURE*

	RECORDS MGT CLUSTER (STG 15, N=111)	RECORDS MANAGEMENT CLUSTER			
		RECORDS MGT ASSTS (STG125, N=9)	RECORDS CLERICAL ASSTS (STG100, N=6)	RECORDS MGRS (STG126, N=82)	
AVERAGE PERCENT SUPERVISING	53%	-	-	62%	
AVERAGE NUMBER OF TASKS PERFORMED	87	28	30	103	
NUMBER OF TASKS PERFORMED 50 PERCENT OF TIME	37	10	11	40	
TIME IN PRESENT JOB (MONTHS)	54	45	16	61	
TIME IN OCCUPATIONAL SERIES (MONTHS)	76	70	20	84	
TIME IN FEDERAL CIVIL SERVICE (MONTHS)	192	226	174	190	

- Indicates less than 1 percent

* Columns may not add to 100 percent due to rounding

TABLE 1 (CONTINUED)

SELECTED BACKGROUND DATA FOR JOB STRUCTURE*

	INFO	INFORMATION MANAGEMENT CLUSTER										
		PLANS &			PLANS &			SPT		PRTG &		
		PRGMS	ADMIN	PRGMS	PRGMS	SVCS	REPRO	SPT	COMM			
		SPECS	MGRS	MGRS	MGRS	MGRS	MGRS	MGRS	MGRS			
CLUSTER		(STG27,	(STG70,	(STG69,	(STG121,	(STG110,	(STG78,	(STG71,	(STG45,			
		N=122)	N=6)	N=25)	N=13)	N=5)	N=24)	N=36)	N=6)			
CIVILIAN OCCUPATIONAL SERIES												
OS-301	MISCELLANEOUS ADMINISTRATIVE & PROGRAM	7%	-	4%	-	20%	4%	8%	33%			
OS-303	MISCELLANEOUS CLERK AND ASSISTANT	1%	-	4%	-	-	-	-	-			
OS-341	ADMINISTRATIVE OFFICER	2%	-	-	-	-	-	6%	-			
OS-342	SUPPORT SERVICES ADMINISTRATION	25%	-	24%	31%	20%	-	47%	-			
OS-343	MANAGEMENT ANALYSIS	27%	50%	52%	54%	20%	-	17%	33%			
OS-344	MANAGEMENT CLERICAL AND ASSISTANCE	15%	33%	12%	15%	-	-	17%	33%			
OS-345	PROGRAM ANALYSIS	1%	17%	-	-	-	-	-	-			
OS-1082	WRITING & EDITING	-	-	-	-	-	-	-	-			
OS-1087	EDITORIAL ASSISTANCE	-	-	-	-	-	-	-	-			
OS-1654	PRINTING MANAGEMENT	18%	-	-	-	-	92%	-	-			
OS-2003	SUPPLY PROGRAM MANAGEMENT	2%	-	4%	-	20%	-	3%	-			
OS-2005	SUPPLY CLERICAL AND TECHNICIAN	2%	-	-	-	20%	4%	3%	-			
CIVILIAN PAY PLAN AND PAYGRADE												
GS-07		15%	33%	12%	8%	20%	4%	22%	17%			
GS-08		11%	-	4%	-	-	-	31%	-			
GS-09		23%	50%	24%	15%	-	21%	25%	50%			
GS-10		3%	-	-	8%	-	8%	3%	-			
GS-11		21%	17%	28%	31%	20%	25%	14%	17%			
GS-12		17%	-	16%	23%	40%	38%	6%	17%			
GS-13		1%	-	4%	-	-	-	-	-			
GM-13		6%	-	8%	8%	20%	4%	-	-			
GM-14		2%	-	4%	8%	-	-	-	-			

* Columns may not add to 100 percent due to rounding

- Indicates less than 1 percent

TABLE 1 (CONTINUED)

SELECTED BACKGROUND DATA FOR JOB STRUCTURE*

INFO	INFORMATION MANAGEMENT CLUSTER									
	PLANS &		PLANS &		SPT		PRTG &		COMM	
	PRGMS	ADMIN	PRGMS	MGRS	SVCs	MGRS	REPRO	MGRS	SPT	POSTAL
HGT										
CLUSTER	SPECS	MGRS	MGRS	(STG121,	(STG110,	(STG78,	(STG71,	(STG45,		
(STG27,	(STG70,	(STG69,	(STG121,	(STG110,	(STG78,	(STG71,	(STG45,			
N=122)	N=6)	N=25)	N=13)	N=5)	N=24)	N=36)	N=6)			
	0%	84%	69%	80%	91%	100%	0%			
AVERAGE PERCENT SUPERVISING										
	124	88	132	107	97	186	86			
AVERAGE NUMBER OF TASKS PERFORMED	97	52	78	55	55	108	44			
NUMBER OF TASKS PERFORMED 50 PERCENT OF TIME										
	62	44	56	51	98	69	46			
TIME IN PRESENT JOB (MONTHS)	85	68	67	70	141	88	67			
TIME IN OCCUPATIONAL SERIES (MONTHS)	215	202	170	311	270	199	170			
TIME IN FEDERAL CIVIL SERVICE (MONTHS)										

* Columns may not add to 100 percent due to rounding

- Indicates less than 1 percent

TABLE 1 (CONTINUED)

SELECTED BACKGROUND DATA FOR JOB STRUCTURE*

CIVILIAN OCCUPATIONAL SERIES	PUBLICATIONS & FORMS MANAGEMENT CLUSTER					
	PUBS & FORMS	SUPPLY ADMINISTRATORS (STG120, N=5)	PUBS MGRS (STG122, N=34)	FORMS SPECS (STG101, N=41)	EDITORS (STG80, N=9)	
OS-301 MISCELLANEOUS ADMINISTRATION & PROGRAM	1%	-	-	-	-	-
OS-303 MISCELLANEOUS CLERK AND ASSISTANT	-	-	-	-	-	-
OS-341 ADMINISTRATIVE OFFICER	-	-	-	-	-	-
OS-342 SUPPORT SERVICES ADMINISTRATION	1%	-	3%	-	-	-
OS-343 MANAGEMENT ANALYSIS	27%	20%	29%	29%	11%	11%
OS-344 MANAGEMENT CLERICAL AND ASSISTANCE	49%	40%	68%	54%	22%	22%
OS-345 PROGRAM ANALYSIS	-	-	-	-	-	-
OS-1082 WRITING & EDITING	10%	-	-	5%	56%	56%
OS-1087 EDITORIAL ASSISTANCE	8%	-	-	10%	11%	11%
OS-1654 PRINTING MANAGEMENT	3%	-	-	2%	-	-
OS-2003 SUPPLY PROGRAM MANAGEMENT	1%	20%	-	-	-	-
OS-2005 SUPPLY CLERICAL AND TECHNICIAN	1%	20%	-	-	-	-
<u>CIVILIAN PAY PLAN AND PAYGRADE</u>						
GS-07	50%	40%	50%	61%	44%	44%
GS-08	9%	20%	15%	7%	-	-
GS-09	22%	-	15%	24%	33%	33%
GS-10	-	-	-	-	-	-
GS-11	12%	20%	9%	7%	11%	11%
GS-12	6%	20%	12%	-	11%	11%
GS-13	-	-	-	-	-	-
GM-13	1%	-	-	-	1%	1%
GM-14	-	-	-	-	-	-

* Columns may not add to 100 percent due to rounding

- Indicates less than 1 percent

TABLE 1 (CONTINUED)

SELECTED BACKGROUND DATA FOR JOB STRUCTURE*

	PUBS & FORMS MGT	PUBLICATIONS & FORMS MANAGEMENT CLUSTER			
		SUPPLY ADMINISTRATORS (STG120, N=5)	PUBS MGRS (STG122, N=34)	FORMS SPECS (STG101, N=41)	EDITORS (STG80, N=9)
AVERAGE PERCENT SUPERVISING	50%	0%	92%	26%	11%
AVERAGE NUMBER OF TASKS PERFORMED	67	48	106	55	22
NUMBER OF TASKS PERFORMED 50 PERCENT OF TIME	32	20	51	24	10
TIME IN PRESENT JOB (MONTHS)	59	88	50	58	58
TIME IN OCCUPATIONAL SERIES (MONTHS)	86	47	84	90	70
TIME IN FEDERAL CIVIL SERVICE (MONTHS)	206	232	163	232	223

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TABLE 1 (CONTINUED)
SELECTED BACKGROUND DATA FOR JOB STRUCTURE*

CIVILIAN OCCUPATIONAL SERIES	REPRO SPECS (STG63, N=6)	PRTG SPECS (STG81, N=12)	CONTRACT ADMIN SPECS (STG46, N=10)	OFFICE AUTOMATED SYSTEMS (OAS) MGRS (STG83, N=6)
OS-301 MISCELLANEOUS ADMINISTRATION & PROGRAM	-	-	20%	-
OS-303 MISCELLANEOUS CLERK AND ASSISTANT	33%	-	30%	-
OS-341 ADMINISTRATIVE OFFICER	-	-	-	-
OS-342 SUPPORT SERVICES ADMINISTRATION	-	-	-	-
OS-343 MANAGEMENT ANALYSIS	-	-	-	100%
OS-344 MANAGEMENT CLERICAL AND ASSISTANCE	50%	-	40%	-
OS-345 PROGRAM ANALYSIS	-	-	-	-
OS-1082 WRITING & EDITING	-	-	-	-
OS-1087 EDITORIAL ASSISTANCE	-	-	-	-
OS-1654 PRINTING MANAGEMENT	17%	100%	-	-
OS-2003 SUPPLY PROGRAM MANAGEMENT	-	-	-	-
OS-2005 SUPPLY CLERICAL AND TECHNICIAN	-	-	10%	-
<u>CIVILIAN PAY PLAN AND PAYGRADE</u>				
GS-07	67%	50%	90%	17%
GS-08	17%	-	-	-
GS-09	17%	42%	10%	67%
GS-10	-	-	-	-
GS-11	-	8%	-	-
GS-12	-	-	-	17%
GS-13	-	-	-	-
GM-13	-	-	-	-
GM-14	-	-	-	-

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TABLE 1 (CONTINUED)

SELECTED BACKGROUND DATA FOR JOB STRUCTURE*

	REPRO SPECS (STG63, N=6)	PRTG SPECS (STG81, N=12)	CONTRACT ADMIN SPECS (STG46, N=10)	OFFICE AUTOMATED SYSTEMS (OAS) MGRS (STG83, N=6)
AVERAGE PERCENT SUPERVISING	0%	8%	20%	67%
AVERAGE NUMBER OF TASKS PERFORMED	36	29	57	79
NUMBER OF TASKS PERFORMED 50 PERCENT OF TIME	15	16	28	41
TIME IN PRESENT JOB (MONTHS)	61	79	39	25
TIME IN OCCUPATIONAL SERIES (MONTHS)	62	92	73	42
TIME IN FEDERAL CIVIL SERVICE (MONTHS)	214	191	176	201

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- I. RECORDS MANAGEMENT CLUSTER (STG 15, N=111)
 - A. Records Management Assistants (STG 125, N=9)
 - B. Records Clerical Assistants (STG 100, N=6)
 - C. Records Managers (STG 126, N=82)
- II. INFORMATION MANAGEMENT CLUSTER (STG 27, N=122)
 - A. Plans and Programs Specialists (STG 70, N=6)
 - B. Administrative Managers (STG 69, N=25)
 - C. Plans and Programs Managers (STG 121, N=13)
 - D. Support Services Managers (STG 110, N=5)
 - E. Printing and Reprographics Managers (STG 78, N=24)
 - F. Communications Support Managers (STG 71, N=36)
 - G. Postal Specialists (STG 45, N=6)
- III. PUBLICATIONS AND FORMS MANAGEMENT CLUSTER (STG 18, N=101)
 - A. Supply Administrators (STG 120, N=5)
 - B. Publications Managers (STG 122, N=34)
 - C. Forms Specialists (STG 101, N=41)
 - D. Editors (STG 80, N=9)
- IV. REPROGRAPHICS SPECIALISTS (STG 63, N=6)
- V. PRINTING SPECIALISTS (STG 81, N=12)
- VI. CONTRACT ADMINISTRATION SPECIALISTS (STG 46, N=10)
- VII. OFFICE AUTOMATED SYSTEMS (OAS) MANAGERS (STG 83, N=6)

Eighty-eight percent (368) of the survey sample are included within this job structure. The remaining 12 percent (52) performed tasks, or a series of tasks, that did not group with any of the clusters or independent jobs because of the uniqueness of the job they perform or the manner in which they responded to the tasks listed in the job inventory. Table 1 provides selected background data for each job structure group. Table 2 provides data on relative time members spend on duties by job structure.

Job Structure Groups

The following paragraphs offer a brief description of each of the major jobs identified in this analysis. Task lists for each job structure are included in Appendix A.

I. RECORDS MANAGEMENT CLUSTER (N=111). As the title suggests, members of this cluster work in the records management administrative area and are primarily from the 344 (59 percent) and 343 (38 percent) occupational series. This cluster represents 26 percent of the survey structure sample. Seventy-eight percent of the members are GS-7, GS-8, and GS-9, 16 percent are GS-11,

TABLE 2

RELATIVE PERCENT TIME SPENT ON DUTIES BY JOB STRUCTURE*

DUTIES	NUMBER OF TASKS	RECORDS MGT CLUSTER (STG 15, N=111)	RECORDS MANAGEMENT CLUSTER			
			RECORDS MGT ASSTS (STG125, N=9)	RECORDS CLERICAL ASSTS (STG100, N=6)	RECORDS MGRS (STG126, N=82)	
A GENERAL ADMINISTRATIVE FUNCTIONS	154	42%	50%	50%	41%	
B MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	7%	2%	2%	8%	
C EVALUATION AND INSPECTION FUNCTIONS	18	2%	-	-	2%	
D TRAINING FUNCTIONS	42	8%	3%	16%	9%	
E QUALITY FORCE PROGRAM ACTIONS	24	-	-	-	-	
F EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	1%	-	-	1%	
G SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	-	-	-	-	
H ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	-	-	-	-	
I PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	3%	1%	1%	2%	
J RECORDS MANAGEMENT FUNCTIONS	34	34%	44%	30%	33%	
K OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	1%	-	-	1%	
L WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	-	-	-	-	
M CONTRACTING FUNCTIONS	25	-	-	-	1%	
N PLANNING & PROGRAMMING FUNCTIONS	17	-	-	-	1%	

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TABLE 2 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY JOB STRUCTURE*

DUTIES	NUMBER OF TASKS	INFORMATION MANAGEMENT CLUSTER									
		INFO MGT CLUSTER (STG27, N=122)	PLANS & PRGMS SPTS (STG70, N=6)	ADMIN MGRS (STG69, N=25)	PLANS & PRGMS MGRS (STG121, N=13)	SPT SVCS MGRS (STG110, N=5)	PRTG & REPRO MGRS (STG78, N=24)	COMM SPT MGRS (STG71, N=36)	POSTAL SPTS (STG45, N=6)		
A GENERAL ADMINISTRATIVE FUNCTIONS	154	44%	63%	53%	46%	37%	43%	37%	37%		
B MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	17%	12%	22%	17%	17%	19%	16%	3%		
C EVALUATION AND INSPECTION FUNCTIONS	18	3%	4%	3%	3%	3%	3%	3%	2%		
D TRAINING FUNCTIONS	42	4%	6%	4%	3%	2%	3%	6%	7%		
E QUALITY FORCE PROGRAM ACTIONS	24	1%	1%	1%	1%	1%	2%	2%	-		
F EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	2%	4%	2%	2%	2%	1%	1%	3%		
G SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	-	-	-	-	1%	-	-	-		
H ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	9%	-	2%	3%	-	-	21%	42%		
I PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	7%	-	4%	3%	13%	19%	5%	2%		
J RECORDS MANAGEMENT FUNCTIONS	34	2%	-	5%	2%	-	-	2%	1%		
K OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	2%	-	1%	10%	-	1%	1%	2%		
L WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	1%	3%	1%	1%	1%	-	1%	-		
M CONTRACTING FUNCTIONS	25	4%	1%	1%	4%	20%	7%	4%	1%		
N PLANNING & PROGRAMMING FUNCTIONS	17	2%	5%	2%	5%	2%	2%	1%	-		

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TABLE 2 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY JOB STRUCTURE*

DUTIES	NUMBER OF TASKS	PUBLICATIONS & FORMS MANAGEMENT CLUSTER				
		PUBS & FORMS		PUBLICATIONS & FORMS MANAGEMENT CLUSTER		
		MGT CLUSTER (STG18, N=101)	SUPPLY ADMINISTRATORS (STG120, N=5)	PUBS MGRS (STG122, N=34)	FORMS SPECS (STG101, N=41)	EDITORS (STG80, N=9)
A GENERAL ADMINISTRATIVE FUNCTIONS	154	38%	41%	39%	38%	31%
B MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	6%	8%	15%	4%	-
C EVALUATION AND INSPECTION FUNCTIONS	18	2%	3%	3%	2%	-
D TRAINING FUNCTIONS	42	3%	6%	6%	1%	3%
E QUALITY FORCE PROGRAM ACTIONS	24	-	-	1%	-	-
F EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	1%	-	1%	-	-
G SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	1%	-	1%	1%	-
H ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	1%	-	1%	-	-
I PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	44%	39%	30%	51%	64%
J RECORDS MANAGEMENT FUNCTIONS	34	1%	-	1%	1%	1%
K OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	1%	-	2%	1%	-
L WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	-	-	-	-	-
M CONTRACTING FUNCTIONS	25	1%	3%	-	-	-
N PLANNING & PROGRAMMING FUNCTIONS	17	-	-	-	1%	-

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TABLE 2 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY JOB STRUCTURE*

DUTIES	NUMBER OF TASKS	REPRO			PRTG			CONTRACT			OFFICE		
		SPECS			SPECS			ADMIN			AUTOMATED		
		(STG63, N=6)			(STG81, N=12)			(STG46, N=10)			(OAS)		
											MGRS		
											(STG83, N=6)		
A	GENERAL ADMINISTRATIVE FUNCTIONS	154	60%	33%	33%	22%	40%						
B	MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	4%	1%	1%	6%	9%						
C	EVALUATION AND INSPECTION FUNCTIONS	18	5%	-	-	3%	3%						
D	TRAINING FUNCTIONS	42	5%	-	-	-	5%						
E	QUALITY FORCE PROGRAM ACTIONS	24	-	-	-	-	-						
F	EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	2%	-	-	-	-						
G	SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	-	-	-	-	-						
H	ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	-	3%	3%	18%	1%						
I	PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	18%	35%	35%	9%	3%						
J	RECORDS MANAGEMENT FUNCTIONS	34	-	-	-	-	-						
K	OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	-	-	-	1%	25%						
L	WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	6%	28%	28%	41%	1%						
M	CONTRACTING FUNCTIONS	25	-	-	-	-	4%						
N	PLANNING & PROGRAMMING FUNCTIONS	17	-	-	-	-	9%						

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and 6 percent are GS-12 and GS-13 pay grades. The members have an average time of 54 months in their present job, with 76 months in their occupational series and 192 months federal civil service. Fifty-three percent of the group are supervisors.

Records Management personnel spend 42 percent of their job time performing tasks in General Administrative (Duty A), 34 percent on Records Management (Duty J), and 8 percent on Training Functions (Duty D). Although differences were identified, all perform some tasks in common. Cluster members perform an average of 87 tasks, with 37 tasks occupying 50 percent of their job time. Within this cluster, three specific jobs were identified: Records Management Assistants, Records Clerical Assistants, and Records Managers.

Examples of tasks common across the three specific jobs and for the total cluster include:

- Advise records managers, functional area records managers (FARM), or clerks on records management
- Perform records management surveys for offices of record
- Review publications or forms for compliance with FOIA or Privacy Act
- Compile or analyze records management reports
- Analyze or evaluate records to determine "For Official Use Only" designation or markings
- Prepare or submit notices for publication in federal register
- Analyze or determine disposition of records at bases being closed, transferred, or acquired
- Prepare "user" instructions for special AF programs, such as FOIA, Privacy Act, and FW&A requests
- Approve or disapprove requests for records
- Approve or disapprove requests for records storage or retrieval equipment or system
- Prepare, approve, or disapprove recommendations to change records disposition criteria
- Plan or conduct records management training
- Conduct inventories of staging areas

A. Records Management Assistants (N=9). Nine members are included in the Records Management Assistants job. They average 45 months in their present job, 70 months in their occupational series, and 226 months federal civil service. Four are GS-7, three are GS-9, and two are GS-11. None of the respondents perform supervisory duties.

These members in occupational series 343 (four), 344 (four), and 301 (one) spend 50 percent of their job time performing tasks in General Administrative (Duty A) and 44 percent performing Records Management (Duty J) tasks. They perform the least average number of tasks (28) of this cluster, with 10 tasks occupying 50 percent of their job time. Common job titles reported are

Management Analyst or FOIA Manager. Forty-four percent of the respondents reported working in MAJCOM-level positions. Some tasks which differentiate the Records Management Assistants from the other members of the Records Management cluster include:

- Answer inquiries about administrative programs or functions
- Brief personnel on Privacy Act Procedures
- Review publications or forms for compliance with FOIA or Privacy Act
- Brief personnel on Freedom of Information Act (FOIA) procedures
- Process requests to release information and compute fees under FOIA
- Coordinate correspondence with other agencies
- Hand-carry communications or short suspense items

B. Records Clerical Assistants (N=6). Six members are included in the Records Clerical Assistant job. These members spend 50 percent of their job time performing tasks in General Administrative (Duty A), 30 percent on Records Management (Duty J), and 16 percent on Training Functions (Duty D) tasks. Four of the members are GS-7 and two are GS-9s. This group averages the least amount of time in their present job (16 months), series, and federal service. The four 344s and two 343s have 20 months in their occupational series and 174 months federal civil service.

The Records Clerical Assistants perform an average of 30 tasks with 11 tasks occupying 50 percent of their job time. None of the members supervise. The respondents reported working in group-level or Air Division positions (two each) or wing-level or numbered Air Force positions (one each). A common job title reported is Management Assistant. Representative tasks that distinguish this group include:

- Review or code documents for filing
- Perform records management surveys for offices of record
- Plan or conduct records management training
- Conduct classroom instructions, seminars, classroom group discussions, or role-playing scenarios
- Draft, edit, or sign short note replies
- Process FOIA requests
- Draft or approve AF Forms 80 (Files Maintenance and Disposition Plan)
- Coordinate with base or functional area records managers on files maintenance or disposition plans

C. Records Managers (N=82). The third job identified is Records Managers. These individuals represent the largest job (N=82) included in this cluster. Eighty-one percent of the members are GS-7, GS-8, or GS-9. Sixty-three percent of the members are in occupational series 344 and 35 percent in

343. These members spend 74 percent of their job time performing tasks in General Administrative (Duty A) and Records Management (Duty J) areas. Tasks representative of the work accomplished by these members are:

- Approve or disapprove requests for records storage or retrieval equipment or system
- Evaluate micrographics storage and retrieval equipment or systems
- Ensure that documents to be destroyed are completely destroyed
- Identify equipment in need of repair or replacement
- Analyze records, reports, charts, graphs, or computer products
- Provide records management guidance to off-base agencies
- Prepare, approve, or disapprove recommendations to change records disposition criteria
- Develop records management policies, procedures, or standards for microform storage or retrieval systems
- Determine records disposition for data contained in machine-readable records systems
- Establish or operate records staging areas

This senior group reports the largest average amount of time (61 months) in their present jobs, 84 months in the series, and 190 months federal civil service. They perform an average of 103 tasks, with 40 tasks occupying 50 percent of their job time. Commonly reported job titles are Records Manager, Chief, Base Records Manager, Management Assistant, and Management Analyst. The respondents report working at squadron-level (34 percent), group-level (21 percent), and MAJCOM-level (20 percent) positions.

II. INFORMATION MANAGEMENT CLUSTER (N=122). One hundred and twenty-two members are included in the Information Management cluster. They are the largest job identified and represent 29 percent of the survey sample. Within this cluster, seven specific jobs are identified:

- A. Plans and Programs Specialists
- B. Administrative Managers
- C. Plans and Programs Managers
- D. Support Services Managers
- E. Printing and Reprographics Managers
- F. Communications Support Managers
- G. Postal Specialists

Ten occupational series make up this cluster of which 70 percent are in OS 342, 343, and 344. Eighteen percent are in OS-1654. Sixty-one percent of the respondents are GS-9, GS-11, or GS-12.

On the average, the Information Management cluster members have 62 months in their present job, 85 months in their occupational series, and 215 months federal civil service. Information Management cluster personnel spend 61 percent of their job time performing duties in General Administrative (Duty A) and Management, Supervision, and Command Functions (Duty B). Another 16 percent is spent on Administrative Communications, Postal & Courier (Duty H), and Publications, Forms & Reprographics Functions (Duty I). Eighty percent of the respondents supervise. These members perform an average of 124 tasks, with 97 tasks occupying 50 percent of their job time. Although differences were identified, all perform some tasks in common. Examples of tasks representative of the seven specific jobs and for the total group include:

- Coordinate with staff agencies or action officers on differences in opinions, proposals, or staff reports
- Analyze records, reports, charts, graphs, or computer products
- Draft, edit, or sign talking, point, or background papers
- Answer inquiries about administrative programs or functions
- Review inspection guides, checklists, or reports
- Attend professional meetings or workshops
- Counsel personnel on infractions of work performance
- Monitor or manage administrative manning requirements
- Attend briefings
- Analyze postal supply accounts for trends
- Request assistance in mail investigations from other agencies, such as OSI
- Evaluate individual qualifications for assignment
- Conduct security indoctrination briefings
- Attend conferences, equipment demonstrations, or company briefings on new equipment
- Evaluate budgeting requirements for postal service, such as UPS, Federal Express, or USPS

A. Plans and Programs Specialists (N=6). The six members of the Plans and Programs Specialists are the junior members of the cluster and average the least amount of time (25 months) in their present job, 53 months in their occupational series and 211 months federal civil service. Eighty-three percent are GS-7 or GS-9. None of the respondents perform supervisory duties.

The three members in occupational series 343, two in 344, and one in 345 spend 75 percent of their job time performing tasks in General Administrative (Duty A) and Management, Supervision, and Command (Duty B) areas. Tasks representative of the duties accomplished by this job include:

- Conduct research for update or revision of administration training
- Maintain or issue manpower plans or changes
- Identify or schedule personnel for remedial training

- Analyze accounts of expenditure of TDY funds
- Plan award or presentation ceremonies
- Prepare justification for Base Procured Investment Equipment (BPIE or 3080)
- Develop suspense control systems
- Develop budget or monitor expenditures, such as protocol, contingency, O&M funds, or NAF
- Monitor or manage administrative manning requirements
- Update or monitor key personnel rosters

The Plans and Programs Specialists perform the least number of tasks (72) of the Information Management cluster, with 38 tasks occupying 50 percent of their job time. Thirty-three percent of the respondents report working at group level in positions with job titles; such as, Program Analyst or Chief, Plans and Programs.

B. Administrative Managers (N=25). Administrative Managers are the second job identified in this cluster. Twenty-five members spend 75 percent of their job time performing tasks in General Administrative (Duty A) and Management, Supervision, and Command (Duty B) areas. These members perform an average of 88 tasks, with 52 tasks occupying 50 percent of their job time. Examples of tasks which represent this job include:

- Approve or disapprove requests for duplication, microform, or printing
- Review, analyze, or certify civilian time or attendance records
- Indorse or prepare indorsements for OPR, EPR, or civilian performance and appraisal records
- Write civilian performance evaluations
- Prepare correspondence or reports for senior officer's signature
- Research or write civilian position descriptions
- Counsel personnel on infractions or work performance
- Review corrective actions taken on IG Inspections, staff assistance visits (SAV), or local inspections
- Interview or select applicants for civilian positions
- Draft, edit, or release electrically transmitted unclassified messages

Eighty-four percent of the respondents supervise. These members average 44 months in their present job, 68 months in their occupational series. They average 202 months in federal civil service. Eighty-eight percent of the members are in occupational series 342, 343, and 344. Ten of the members are in paygrades GS-7, GS-8, or GS-9. Twelve are GS-11, GS-12, or GS-13, and three are GM-13 or GM-14. Forty percent of the members report working at MAJCOM level in positions with job titles; such as, Director, Information Management; Information Life-Cycle Manager; or Chief, Administrative Orders.

C. Plans and Program Managers (N=13). The Plans and Program Managers group spend 73 percent of their job time performing tasks in General Administrative (Duty A), Management, Supervision, and Command (Duty B), and Office Automated Systems (OAS) and Related Equipment (Duty K) areas. The 13 members of this group have an average of 56 months in their present job, 67 months in their occupational series, and 170 months federal civil service. The members are primarily in occupational series 342, 343, and 344.

These members perform an average of 132 tasks, with 78 tasks occupying 50 percent of their job time. Sixty-nine percent of the individuals supervise. Four of the Plans and Program Managers are in GS-7, GS-9, or GS-10 paygrades. The remaining nine members are GS-11, GS-12, GM-13 or GM-14. Fifty-four percent of this group reports working at MAJCOM level in positions with job titles; such as, Chief, Plans and Programs; Chief, Base Information Management Division; or Plans and Program Supervisor. Examples of tasks which differentiate this job from other jobs within the cluster include:

- Review, approve, or disapprove plans or proposals for changes to administrative functions
- Participate on information systems working groups
- Attend product demonstrations or trade fairs to examine new OAS equipment
- Conduct or assist in performing OAS surveys or studies
- Research equipment availability and capability
- Conduct administrative systems evaluations or surveys
- Review or analyze administrative requirements of organizations, units, or bases
- Prepare functional management inspection criteria for administration
- Develop plans for organization or reorganization of staff functions or operating procedures
- Develop or provide inputs for strategic plans
- Coordinate with staff agencies or action officers on differences in opinions, proposals, or staff reports
- Review, approve, or disapprove plans or proposals for changes to administrative functions

D. Support Services Managers (N=5). The five members in the Support Services Manager job make up the smallest job in the Information Management cluster; however, they perform an average of 107 tasks, with 55 tasks occupying 50 percent of their job time. This mixed occupational series group includes one person each in the 301, 342, 343, 2003, and 2005 occupational series. Eighty percent indicate they are supervisors. Two of the members are paygrade GS-12, and one each is GS-7, GS-11, or GM-13.

These senior members have the most time in federal civil service (311 months) of the Information Management cluster. They average 51 months in their present job and 70 months in their occupational series. They spend 57 percent of their job time performing tasks in General Administrative (Duty A)

and Contracting (Duty M) areas and 30 percent in Management, Supervision, & Command (Duty B), and Publications, Forms, and Reprographics (Duty I). Forty percent of the respondents report working at wing level. The most commonly reported job titles are Supervisory Management Analyst or Supply Technician. Some tasks that differentiate the Support Services Managers from the larger Information Management cluster include:

- Plan or arrange support for contractor personnel
- Reconcile financial expenditures with contracting and accounting and finance offices
- Monitor foreign military sales (FMS) requests for publications or forms
- Process customer complaints against contractor performance
- Evaluate operations of publications distribution centers (PDC) or PDD
- Plan or develop briefings, displays, or shows for visiting groups
- Coordinate with base contracting and manpower agencies on contract actions
- Establish policies or systems for the creation, management, or issue of publications or forms

E. Printing and Reprographics Managers (N=24). Twenty-four members represent the Printing and Reprographics Managers job. These members average the most time of the Information Management cluster in their present job (98 months), have 141 months in their occupational series, and 270 months federal civil service. The Printing and Reprographics Managers spend 43 percent of their job time performing tasks in General Administrative (Duty A) and 38 percent in Management, Supervision, and Command (Duty B) and Publications, Forms, and Reprographics (Duty I). These members perform an average of 97 tasks, with 55 tasks occupying 50 percent of their job time. Representative tasks that define this job include:

- Coordinate with contract printers
- Evaluate operations of publications distribution centers (PDCs) or publishing distribution offices (PDOs)
- Establish or evaluate requirements for publications
- Coordinate with OPR on printing requests or requirements
- Coordinate correspondence with other agencies
- Approve or disapprove requests for duplication, microform, or printing
- Maintain production logs
- Advise requesters of publications availability
- Answer inquiries about administrative programs or functions
- Draft, review, or approve host-tenant support agreements
- Negotiate disputes with printing contractors or Government Printing Office (GPO)
- Certify invoices for commercial printing

Prepare joint committee on printing (JCP) reports
Implement policies or procedures for conforming to
standards of congressional joint committee on printing
Review corrective actions taken on IG inspections, SAVs,
or local inspections

Twenty-two of the Printing and Reprographics Managers are in the 1654 occupational series and one each in OS-301 and OS-2005. Seventy-five percent of the members are GS-10, GS-11, GS-12, or GM-13 paygrades. The members of this group report working at MAJCOM (33 percent) or Group level (29 percent) in positions with job titles; such as, Printing Officer, Printing Specialist, or Chief, Printing Management Division.

F. Communications Support Specialists (N=36). The 36 members of the Communications Support Specialists group perform the largest average number of tasks of the Information Management cluster (186), with 108 tasks occupying 50 percent of their job time. Eighty-one percent of the members are primarily in occupational series 342, 343, and 344. These members spend 58 percent of their job time performing tasks in General Administrative (Duty A) and Administrative Communications, Postal and Courier (Duty H). Examples of tasks which represent this job include:

Approve, disapprove, or recommend waivers to
administrative communications policies
Interpret administrative orders, policies, or
regulations
Evaluate use of postal equipment
Assign or coordinate on functional addresses or
office symbols
Approve or disapprove letterhead or memo pad
requests
Develop policies or procedures for administrative
communications preparation or processing
Answer inquiries dealing with postal supply
functions or financing
Control unit classified material or functions

The Communications Support Specialists have been in their present job for an average of 69 months, 88 months in their occupational series, and 199 months federal civil service. Seventy-eight percent of the members are GS-7, GS-8, or GS-9 paygrades, and all members (36) supervise. Sixty-seven percent of the members report working at group level (36 percent) or squadron level (31 percent), with Chief, Administration/Communications; Chief, Information Management; or Office Services Supervisor as the most commonly reported job titles.

G. Postal Specialists (N=6). The final group included in the Information Management cluster are the six members of the Postal Specialists job. These members spend 42 percent of their job time performing Administrative Communications, Postal and Courier (Duty H) and 37 percent in General Administrative (Duty A) tasks. Three members are GS-10s and one each is GS-7, GS-11, or GS-12. Examples of tasks that differentiate this job from the other six jobs in the cluster include:

- Develop joint service contingency plans for mail delivery or transportation in national emergencies
- Participate in working groups or liaison activities on postal matters or projects
- Provide guidance on postal expenditures
- Interpret postal policies or federal postal regulations
- Establish or publish mail or message addresses
- Develop records, report formats, charts, or graphs
- Draft or write responses to complaints
- Attend conferences, equipment demonstrations, or company briefings on new equipment

The Postal Specialists are in occupational series 343, 344, and 301 (two each) and perform an average of 86 tasks, with 44 tasks occupying 50 percent of their job time. This nonsupervisory group of individuals have an average of 46 months in their present job, 67 months in their occupational series, and 170 months federal civil service. The most commonly reported job titles are Base Postal Officer or Management Analyst. Sixty-seven percent work at group level or Joint Service/Air Force positions.

III. PUBLICATIONS AND FORMS MANAGEMENT CLUSTER (N=101). The third cluster identified in the occupational survey analysis is Publications and Forms Management. These one hundred and one members represent 24 percent of the survey sample. The four specific jobs identified within this cluster are:

- A. Supply Administrators
- B. Publications Managers
- C. Forms Specialists
- D. Editors

Fifty percent of the members report being supervisors. Eighty-one percent of the members are GS-7, GS-8, or GS-9, and 19 percent are GS-11, GS-12, or GM-13.

On the average, the members of the Publications and Forms Management cluster spend 44 percent of their job time performing tasks in Publications, Forms, and Reprographics (Duty I) and 38 percent in General Administrative (Duty A) duties. Cluster members perform an average of 67 tasks, with 32 tasks occupying 50 percent of their job time. Although differences were identified, all perform some tasks in common. Examples of tasks common across the four specific jobs and for the total cluster include:

- Assign series or basic numbers to publications or forms
- Advise personnel on procedures for developing new publications
- Maintain publications or forms management records
- Advise requesters of changes to publications
- Conduct special reviews of publications
- Review publications bulletin
- Approve or disapprove publications or supplements
- Draft, edit, or sign memoranda for record
- Develop formats for standard publications
- Determine revision schedules of publications or forms
- Compile, edit, or publish base bulletins
- Plan or conduct library operations training
- Distribute standard publications, technical orders, or forms

Overall, the cluster members have 58 months in their present job, 86 months in their occupational series, and 206 months federal civil service.

A. Supply Administrators (N=5). The five Supply Administrators identified within the Publications and Forms Management cluster have the most amount of average time of this group in their present job (88 months). They have an average of 47 months in their occupational series and 232 months federal civil service. Two members are GS-7, and one each is GS-8, GS-11, or GS-12. None of the members supervise.

Eighty percent of the Supply Administrator's job time is spent performing tasks in General Administrative (Duty A) and Forms, Publications, and Reprographics (Duty I). Two are in the 344 occupational series and one each in 343, 2003, or 2005. These members perform an average of 48 tasks, with 20 tasks occupying 50 percent of their time. Two of the respondents reported working at squadron level and two at MAJCOM-level positions. Supply System Analyst or Chief, Publications Distribution Office, is the most commonly reported job title. Representative tasks which further define this group include:

- Establish policies or systems for the creation, management, or issue of publications or forms
- Implement publishing distribution office system
- Draft, edit, or sign short note replies
- Plan or conduct publishing distribution office system (PDOS) training
- Identify availability of publications for public distribution
- Analyze records, reports, charts, graphs, or computer products
- Conduct staff assistance visits (SAV)
- Conduct inventories
- Attend briefings

B. Publications Managers Group (N=34). The 34 members of the Publications Managers Group average the least amount of time in their present jobs (50 months), have 84 months in their occupational series, and 163 months federal civil service. They spend 69 percent of their job time performing General Administrative (Duty A) and Publications, Forms, and Reprographics (Duty I) duties.

The Publications Managers perform an average of 106 tasks which is the largest average number of tasks accomplished by the cluster. Fifty-one tasks occupy 50 percent of their job time. Eighty percent of the members are in paygrade GS-7, GS-8, or GS-9. Ninety-two percent of the members are supervisors. They work at squadron-level (29 percent), MAJCOM (21 percent), or group-level (20 percent) positions. Ninety-seven percent of the respondents are in occupational series 343 or 344. The most commonly reported job titles are Chief, Publishing, Chief, Publications/Forms Management, or Supervisory Management Assistant. Examples of tasks that differentiate the Publications Managers from the other jobs in the cluster include:

- Establish requirements for publications or forms
- Compile forms or publications indexes
- Approve or disapprove form requests
- Coordinate publications or forms development with records managers
- Identify or eliminate duplications in local, command, or AF publications or forms
- Evaluate, control, or develop computer-generated forms
- Assign or monitor suspense controls for communications
- Develop inspection publications or checklists
- Sign out materials on temporary loan, such as books, reports, or publications

C. Forms Specialists (N=41). The 41 members of the Forms Specialist job make up the largest group included in the Publications and Forms Management cluster. They spend 89 percent of their job time performing tasks in Publications, Forms, and Reprographics (Duty I) and General Administrative (Duty A). Twenty-six percent supervise. These members perform an average of 55 tasks, with 24 tasks occupying 50 percent of their job time. Representative tasks that define this job include:

- Assign series or basic numbers to publications or forms
- Approve or disapprove forms requests
- Establish procedures to monitor delinquent AF Forms 1382 (Request for Review of Publications and/or Forms)
- Compile forms or publications indexes
- Assist OPR with design of decision logic tables
- Determine revision schedules of publications or forms
- Coordinate with other agencies on joint publications

Thirty-three members of the Forms Specialists are in the 343 and 344 occupational series. The other eight members are OS-1082, 1087, and 1654s. These members have an average of 57 months in their present job, 90 months in their occupational series, and 232 months federal civil service. Sixty-one percent are in paygrades GS-7 and 38 percent are GS-8, GS-9, or GS-11. Forty-nine percent of the respondents work at MAJCOM-level positions, with Base Forms Manager, Management Assistant, or Publications/Forms Manager as the most commonly reported job titles.

D. Editors (N=9). The fourth job included in this cluster is Editors. These nine members spend 64 percent of their job time performing tasks in Publications, Forms, and Reprographics (Duty I) and 31 percent General Administrative (Duty A) duties. Only one member reports being a supervisor. This job includes seven members in paygrades GS-7 or GS-9 and one each GS-11, GS-12, and GM-13.

Editors perform the least average number of tasks (22) of this job, with 10 tasks occupying 50 percent of their job time. They report an average of 58 months in their present job, 70 months in their occupational series, and 223 months federal civil service. Editor, Writer/Editor, or Editorial Assistant is the most commonly reported job title. Six of the members are in occupational series 1082 or 1087, and three are 343 or 344. These members work at MAJCOM (40 percent) or Joint Service/Air Force (22 percent)-level positions. Representative tasks that differentiate this job from the other jobs of the cluster include:

- Advise personnel on procedures for developing new publications
- Conduct special reviews of publications
- Advise requesters of changes to publications
- Assign series or basic numbers to publications or forms
- Approve or disapprove publications or supplements
- Develop formats for standard publications
- Advise requesters of publications availability

IV. REPROGRAPHICS SPECIALISTS (N=6). The six members included in the Reprographics Specialists independent job represent 1 percent of the sample survey. These members spend 78 percent of their job time performing General Administrative (Duty A) and Publications, Forms, and Reprographics (Duty I) tasks. They perform an average of 36 tasks, with 15 tasks occupying 50 percent of their job time. This nonsupervisory group of technical personnel performs fewer tasks at a less complex level than the members of the II.E. Printing and Reprographics Managers job. Examples of tasks that differentiate this independent job from the other clusters or jobs include:

- Monitor copy machine use
- Establish procedures or limitations on use of copiers
- Answer inquiries about administrative programs or functions
- Plan or conduct copier machine training
- Coordinate with bases or organizations on reports of copier use
- Maintain production logs
- Conduct inventories

The four respondents in the GS-7 and one each GS-8 or GS-9 pay grades indicate they do not supervise. These members average 61 months in their present job, 62 months in their occupational series, and 214 months in federal civil service. Sixty-seven percent of the members indicate they work at group-level positions, with job titles; such as, Base Copier Program Manager or Printing Specialists.

V. PRINTING SPECIALISTS (N=12). The 12 members of the Printing Specialists job represent 3 percent of the survey sample. These members have been in their present job for the longest period of time (79 months) of the members of the total survey sample. They average 92 months in their occupational series and have 191 months federal civil service. This group spends 96 percent of their job time performing Publications, Forms, and Reprographics (Duty I), General Administrative (Duty A), and Contracting (Duty M) tasks. The Printing Specialists perform an average of 29 tasks, with 16 tasks occupying 50 percent of their job time. Representative tasks that define this independent job include:

- Prepare requisitions for printing to submit to GPO
- Coordinate with OPR on printing requests or requirements
- Account for commercial printing funds
- Coordinate with contract printers
- Approve or disapprove requests for duplication, microform, or printing
- Provide input for contract specifications
- Write purchase requests

Eleven of the members are in paygrade GS-7 or GS-9, and one member is a GS-11. All 12 members are in OS-1654. This independent job was not included in the II. Information Management Cluster because they perform more technical type tasks and are nonsupervisory personnel. Thirty-three percent of the respondents work at MAJCOM-level positions with job titles; such as, Printing Assistant or Printing Specialist.

VI. CONTRACT ADMINISTRATION SPECIALIST (N=10). The 10 respondents in the Contract Administration Specialists independent job represent 2 percent of the survey group. These members spend 59 percent of their job time performing tasks in Contracting (Duty M) and General Administrative (Duty A) and 18

percent in Administrative Communications, Postal, and Courier (Duty H) duties. These members were not included with the members of the II.D. Support Services Managers job because they perform nonsupervisory technical type tasks. These members perform an average of 57 tasks, with 28 tasks occupying 50 percent of their job time. Ninety percent of the respondents are GS-7, and one respondent is a GS-9. Only one member reports being a supervisor.

The Contract Administration Specialists average 39 months in their present job, 73 months in their occupational series, and 176 months in federal civil service. Four of the members are in occupational series 344, three are 303, and three are 301 and 2005. These members were not included with the II. D. Support Services Managers job because they perform nonsupervisory technical type tasks. Seventy percent of the members report working at group-level positions with job titles; such as, Quality Assurance Evaluator, Contract Services Work Monitor, or Management Assistant. Representative tasks that define this independent job include:

- Prepare contractor discrepancy reports
- Maintain contractor performance files
- Perform statistical sampling of contractor work
- Develop quality assurance surveillance plans
- Develop contractor performance evaluation data
- Write statements of work
- Monitor contracts for compliance
- Develop quality assurance surveillance plans
- Participate on Statement of Work review boards
or panels

VII. OFFICE AUTOMATED SYSTEMS (OAS) MANAGERS (N=6). The six respondents in the Office Automated Systems Managers job represent 1 percent of the survey sample. These members spend 65 percent of their job time performing tasks in General Administrative (Duty A) and Office Automated Systems (Duty K) and 18 percent in Management Supervision (Duty B) and Plans and Programs (Duty N) duties. Representative tasks that define this independent job include:

- Develop information system requirement documents (ISDR)
- Advise personnel on equipment and furnishings available
for office systems
- Acquire office automated systems (OAS) support equipment
or software
- Coordinate training requirements and equipment specifications
with vendor
- Acquire space for OAS
- Determine OAS training requirements
- Prepare risk analysis or vulnerability assessments
- Prepare input or reports for productivity programs (e.g.,
FASCAP, PIF, PEP)

Write OAS operating instructions
Coordinate with base contracting and manpower agencies on
contract actions
Plan or conduct word-processing operation or other office
automation training

One hundred percent of the members are in the 343 occupational series. Four respondents indicate they supervise. These members average 25 months in their present job, 42 months in their occupational series, and 201 months federal civil service. The four GS-9 and one each GS-7 and GS-12 pay grade members perform an average of 79 tasks, with 41 tasks occupying 50 percent of their job time. Three of the OAS Managers report working at Squadron and two at MAJCOM-level positions. Commonly reported job titles are Chief, Plans and Programs or Program Systems Monitor.

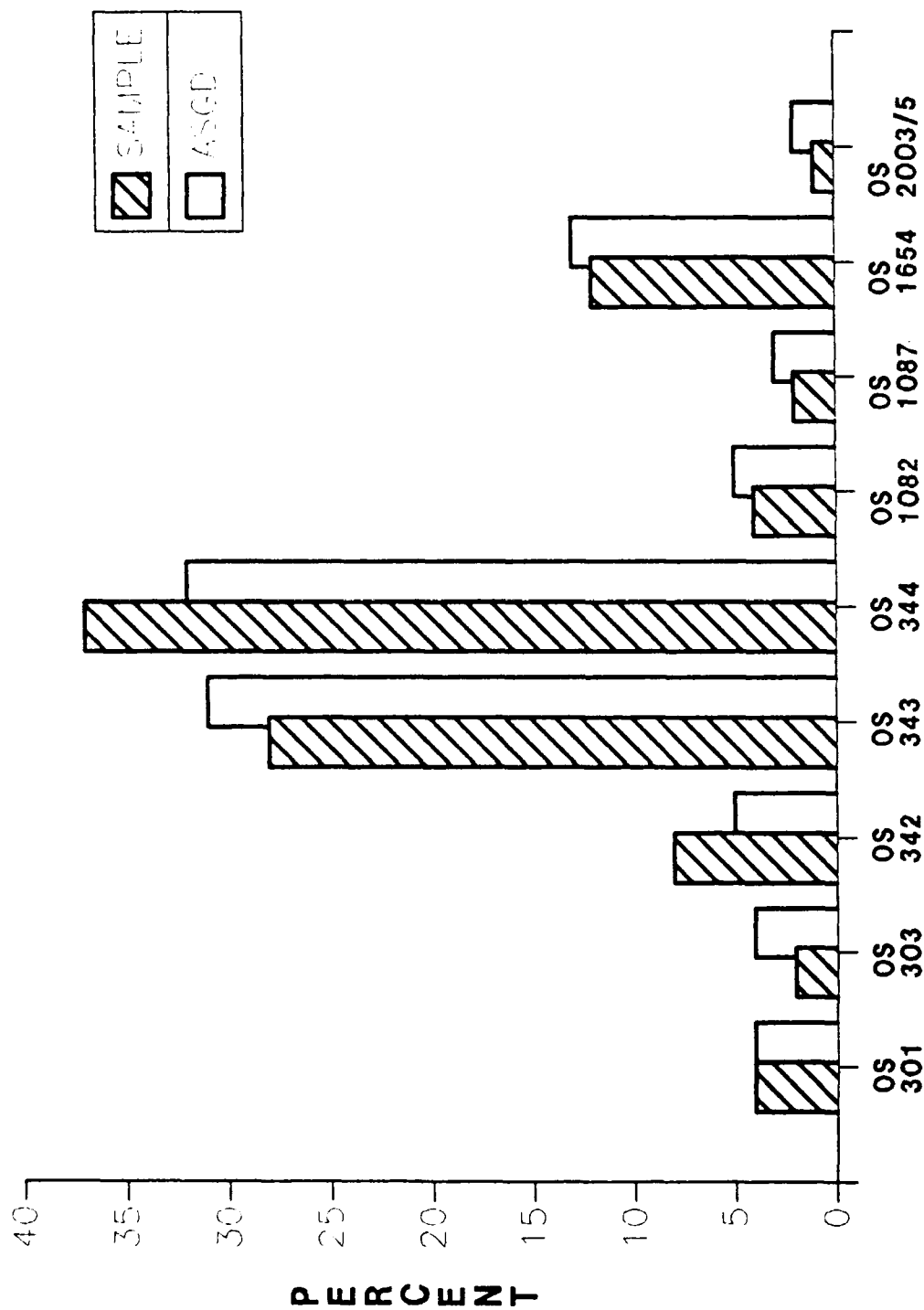
ANALYSIS OF DATA BY OCCUPATIONAL SERIES (OS)

A major portion of analysis within any OSR, particularly one with civilian respondents, is an in-depth analysis of the targeted occupational series, their corresponding pay grade groups, and selected background data to determine differences in tasks, numbers of tasks performed, and time spent on duties. Figure 5 presents the distribution of survey sample by occupational series within the Information Management career program (IMCP). For the following analysis of occupational series data, the four OS-2003 and six OS-2005 survey respondents were combined. Survey respondents in OS-345 (three) and OS-341 (two) are not included in the following occupational series analysis because of the low number of respondents. Table 3 provides a Summary of Selected Occupational Series Background Data.

The analysis of the targeted occupational series, paygrade groups, and selected background data indicates both the diversity of the various series and the similarity of some of the tasks performed among the survey respondents, particularly in the general administrative, management, and supervisory functions. Table 4 provides data on Relative Time Spent on Duties by Occupational Series. As is to be expected, these data clearly show a correlation between the amount of time spent on specialized duties and tasks and the OPM classification descriptions of the targeted occupational series. For example, 90 percent of the time spent on duties by the Writing and Editing (OS-1082) personnel is in Duty I, Publications, Forms, and Reprographics Functions and Duty A, General Administrative Functions.

The Distribution of Occupational Series Across Job Structure (Table 5) provides a well-defined definition of each series within job structure. For example, data indicate that 91 percent of the OS-342, Support Services Administration, and 52 percent of the OS-301, Miscellaneous Administration and Program personnel, fall within the Information Management cluster. Forty-three percent of OS-344, Management Clerical and Assistance personnel, are included in the Records Management cluster; whereas, 42 percent of the OS-303,

FIGURE 5
SAMPLE DISTRIBUTION WITHIN IMCP*



* Number assigned figures are December 1990 update

TABLE 3

SUMMARY OF SELECTED OCCUPATIONAL SERIES BACKGROUND DATA*

PAYGRADES	OS-301 (N=17)		OS-303 (N=7)		OS-342 (N=34)		OS-343 (N=119)		OS-344 (N=155)		OS-1082 (N=15)		OS-1087 (N=8)		OS-1654 (N=50)		OS- 2003/ 2005 (N=10)
	MISC ADMIN PRGM	MISC CLK & ASST	MISC SPT SVCS ADMIN	MGT ANALY	MGT CLERICAL & ASST	WRITE & EDIT	EDITORIAL ASST	PRTG MGT	PRGM TECHN	SUP							
GS-07	12%	100%	18%	2%	59%	20%	100%	28%	60%								
GS-08	-	-	32%	1%	34%	-	-	-	-								
GS-09	47%	-	18%	40%	5%	40%	-	26%	-								
GS-10	-	-	3%	-	1%	-	-	4%	-								
GS-11	35%	-	12%	34%	1%	20%	-	18%	-								
GS-12	6%	-	6%	18%	-	20%	-	20%	20%								
GS-13	-	-	-	3%	-	-	-	-	-								
GM-13	-	-	6%	3%	-	-	-	4%	10%								
GN-14	-	-	6%	-	-	-	-	-	10%								
AVERAGE TIME IN PRESENT JOB (MONTHS)																	
AVERAGE TIME IN OCCUPATIONAL SERIES (MONTHS)																	
AVERAGE TIME IN FEDERAL CIVIL SERVICE (MONTHS)																	
AVERAGE PERCENT SUPERVISING																	
AVERAGE NUMBER OF TASKS PERFORMED																	
SEX OF INDIVIDUALS																	
FEMALE																	
MALE																	

* OS 341 and 345 not included because of low number of responses

- Indicates less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

TABLE 4

RELATIVE TIME SPENT ON DUTIES BY OCCUPATIONAL SERIES (OS)*

DUTIES	NUMBER OF TASKS	OS-2003/									
		OS-301 (N=17)	OS-303 (N=7)	OS-342 (N=34)	OS-343 (N=119)	OS-344 (N=155)	OS-1082 (N=15)	OS-1087 (N=8)	OS-1654 (N=50)	OS-2003/ 2005 (N=10)	
		MISC	MISC	SPT	MGT	CLERICAL & ASST	WRITE & EDIT	EDITORIAL ASST	PRTG MGT	SUPPLY PRGM TECHN	
		ADMIN	CLK & ASST	SVCS ADMIN	ANALY						
		PRGM									
A GENERAL ADMINISTRATIVE FUNCTIONS	154	42%	41%	41%	46%	43%	45%	37%	46%	48%	
B MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	13%	7%	18%	10%	9%	2%	2%	9%	10%	
C EVALUATION AND INSPECTION FUNCTIONS	18	2%	3%	3%	2%	2%	-	-	1%	2%	
D TRAINING FUNCTIONS	42	3%	4%	5%	5%	6%	-	2%	2%	3%	
E QUALITY FORCE PROGRAM ACTIONS	24	-	-	1%	-	-	-	-	-	-	
F EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	3%	1%	2%	1%	-	-	-	-	-	
G SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	-	-	-	-	-	1%	-	-	-	
H ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	14%	16%	15%	2%	3%	-	-	2%	3%	
I PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	5%	10%	5%	12%	16%	45%	58%	25%	18%	
J RECORDS MANAGEMENT FUNCTIONS	34	6%	-	2%	14%	16%	-	-	-	-	
K OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	2%	-	2%	3%	1%	-	-	-	-	
L WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	1%	-	1%	-	-	-	-	-	-	
M CONTRACTING FUNCTIONS	25	7%	16%	4%	1%	2%	4%	-	11%	11%	
N PLANNING & PROGRAMMING FUNCTIONS	17	1%	-	2%	2%	-	-	-	-	-	

* OS 341 and 345 not included because of low number of responses

- Indicates less than 1 percent

NOTE: Columns may not add to 100 percent because of rounding

TABLE 5

DISTRIBUTION OF OCCUPATIONAL SERIES ACROSS JOB STRUCTURE*

JOB STRUCTURE GROUPS	301		303		342		343		344		1082		1087		1654		2003/	
	(N=17)	MISC	(N=7)	MISC	(N=34)	SPT	(N=119)	MGT	(N=155)	MGT	(N=15)	WRITE	(N=8)	EDITORIAL	(N=50)	PRTG	2005	(N=10)
	ADMIN	PRGM	ADMIN	CLK & SVCS	ADMIN	ADMIN	ADMIN	ANALY	CLERICAL & ASST	CLERICAL & ASST	WRITE & EDIT	EDITORIAL	ASST	EDITORIAL	PRTG	PRGM	SUPPLY	TECHN
RECORDS MANAGEMENT CLUSTER (N=111)	12%		-	3%	3%		35%		43%		-	-	-	-	-	-	-	-
INFORMATION MANAGEMENT CLUSTER (N=122)	52%		14%	91%			28%		12%		-	-	-	-	46%		40%	
PUBLICATIONS & FORMS MANAGEMENT CLUSTER (N=101)	6%		-	3%	3%		23%		32%		67%	100%			6%		20%	
REPROGRAPHICS SPECIALISTS (N=6)	-		29%	-	-		-		2%		-	-	-	-	2%		-	
PRINTING SPECIALISTS (N=12)	-		-	-	-		-		-		-	-	-	-	24%		-	
CONTRACT ADMINISTRATION SPECIALISTS (N=10)	12%		42%	-	-		-		2%		-	-	-	-	-		10%	
OAS MANAGERS (N=6)	-		-	-	-		5%		-		-	-	-	-	-		-	
OTHER* (N=52)	18%		14%	3%	3%		9%		9%		33%	-	-	-	22%		30%	
TOTAL (420)																		

* OS 341 and 345 not included because of low number of responses

NOTE: Columns may not add to 100 percent due to rounding
- Indicates less than 1 percent

Miscellaneous Clerk and Assistant personnel, are represented in the Contract Administration Specialist job. Sixty-seven percent of the OS-1082, Writing and Editing, and all (100 percent) of the OS-1087, Editorial Assistance, are represented in the Publications and Forms Management cluster. The members of OS-343, Management Analysis, are almost equally divided among the three job clusters, since the tasks they perform appear to be much more varied.

Table 6 provides data on Relative Time Spent on Duties by Paygrade Within Selected Occupational Series. This table clearly indicates the normal progression in paygrades to functional area duties within the selected occupational series. For example, the GS-9 personnel in OS-343 spend less time on supervisory functions and relatively more time on technical type tasks. Conversely, even though the GS-12 personnel spend essentially the same amount of job time in Duty A, General Administrative Functions, as do the GS-9s, their focus of job time is in management or higher-level supervisory duties and tasks rather than technical-type duties. Reviewing Table 6 in concert with the representative tasks performed by occupational series (Tables 7 through 15) further illuminates the data presented in both tables.

To review the civilian personnel position descriptions of the targeted occupational series, computer products were created that matched the Job Inventory Tasks. (Copies of these products are included in the OSR Extract.) In-depth analyses were made of the current duties and tasks performed by the respondents and the appropriate civilian position descriptions, as well as the position classifications described in the U.S. Office of Personnel Management Handbook of Occupational Groups and Series.

Overall, the analysis of the duties and tasks performed by the survey members ostensibly supports the accuracy of the duties and tasks currently described in the above classification documents. As an example, members of the Information Management Career Program (11XX) appear to follow normal career progression patterns. Theoretically, members perform tasks in a "feeder series" such as OS-303 before proceeding to OS-301, in OS-344 for OS-343, in OS-1087 for OS-1082, and in OS-2005 for OS-2003. As an example, Tables 10 and 11 indicate that the OS-344, Management Clerical and Assistance personnel, accomplish clerical and technical work in support of the OS-343, Management Analysis personnel. Tables 12 and 13 also clearly indicate editorial work accomplished by OS-1087, Editorial Assistance personnel, as support for OS-1082, Writing and Editing personnel.

Representative tasks performed by members of each of the targeted occupational series are shown in Tables 7 through 15.

Further analysis of the targeted occupational series indicates that a large number of tasks (61 tasks) are performed in common by the respondents. Four tasks are performed to some degree by all series members. These four tasks are:

- Answer inquiries about administrative programs or functions
- Answer telephones
- Attend staff meetings
- Draft, edit, or sign memoranda for record

TABLE 6

RELATIVE TIME SPENT ON DUTIES BY PAYGRADE WITHIN SELECTED OCCUPATIONAL SERIES

DUTIES	NUMBER OF TASKS	OS-343 MGT ANALY (N=109)			OS-344 MGT CLERICAL & ASST (N=145)			OS-1654 PRTG MGT (N=46)		
		GS-09 (N=48)	GS-11 (N=40)	GS-12 (N=21)	GS-07 (N=92)	GS-08 (N=53)	GM-07 (N=14)	GS-09 (N=13)	GS-11 (N=9)	GS-12 (N=10)
A GENERAL ADMINISTRATIVE FUNCTIONS	154	46%	45%	46%	43%	42%	59%	35%	43%	44%
B MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	7%	11%	12%	8%	10%	-	7%	15%	18%
C EVALUATION AND INSPECTION FUNCTIONS	18	2%	3%	3%	2%	2%	-	2%	2%	2%
D TRAINING FUNCTIONS	42	5%	4%	5%	5%	8%	-	2%	1%	2%
E QUALITY FORCE PROGRAM ACTIONS	24	-	-	-	-	-	-	-	2%	2%
F EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	-	2%	-	-	-	-	-	-	-
G SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	-	-	-	-	-	-	-	-	-
H ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	2%	3%	4%	3%	2%	2%	2%	-	-
I PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	18%	9%	10%	21%	8%	23%	36%	20%	21%
J RECORDS MANAGEMENT FUNCTIONS	34	15%	14%	10%	11%	24%	-	-	-	-
K OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	3%	3%	6%	1%	1%	1%	-	-	1%
L WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	-	1%	-	-	-	-	-	-	-
M CONTRACTING FUNCTIONS	25	-	2%	2%	3%	-	13%	16%	13%	4%
N PLANNING & PROGRAMMING FUNCTIONS	17	1%	2%	2%	-	-	-	-	1%	2%

* Columns may not add to 100 percent due to rounding

- Indicates less than 1 percent

Although the Information Management personnel perform diverse functions, the most consistent tasks performed across the series are general administrative tasks followed by management, supervision, and command tasks. Examples of the common tasks performed by all occupational series members in General Administrative functions are:

- Draft, edit, or sign short note replies
- Attend conferences, equipment demonstrations, or company briefings on new equipment,
- Coordinate correspondence with other agencies
- Coordinate with base or functional area records managers on files maintenance or disposition plans
- Draft form letters
- Draft operating instructions (OIs), regulations, manuals, pamphlets, changes, or supplements
- Establish or evaluate requirements for publications
- Review publications bulletin

Some common tasks from other functional areas are:

- Review inspection guides, checklists, or reports
- Plan or conduct self-inspection programs
- Advise requesters of changes to publications
- Conduct special review of publications
- Review contract specifications

OCCUPATIONAL SERIES (OS) GROUPS

OS-301, MISCELLANEOUS ADMINISTRATION AND PROGRAM (N=17). The 17 respondents in the 301 occupational series represent 4 percent of this survey sample. They perform an average of 73 tasks. These tasks accomplished by the Miscellaneous Administration and Program personnel indicate a broad knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

The Miscellaneous Administration and Program personnel spend 13 percent of their job time accomplishing Management, Supervision, and Command tasks; such as, approving or disapproving leaves, counseling personnel on infractions of work performance, researching or writing civilian position descriptions, or certifying job proficiency. Eighteen percent of their job time is spent performing Records Management, Publications and Reprographics, and Contracting tasks; such as, reviewing publications or forms for compliance with FOIA or Privacy Act, approving or disapproving requests for records, retrieving or researching documents in staging areas or records center, planning or conducting copier machine training, or notifying the contracting office of contractor performance.

The major portion of their job time (42 percent), however, is spent in General Administrative tasks; such as, authenticating or supervising publication or distribution of administrative orders, analyzing records, reports, charts, graphs, or computer products, evaluating suggestions, and preparing correspondence for senior officer's signatures. Table 7 presents representative tasks performed by the Miscellaneous Administration and Program personnel.

The 301 occupational series respondents are represented by 10 GS-7 and GS-9, 6 GS-11, and 1 GS-12. Fifty-three percent are supervisors. These members average 44 months in their present job, 63 months in occupational series, and 200 months federal civil service. Forty-one percent of the respondents work at group-level positions, with 47 percent in AFLC.

OS-303, MISCELLANEOUS CLERK AND ASSISTANT (N=7). The seven Miscellaneous Clerk and Assistant members represent 2 percent of this survey sample. On the average, they perform 47 tasks. These tasks accomplished by the Miscellaneous Clerk and Assistant personnel show a knowledge of procedures and techniques involved in organizational work within the framework of established guidelines.

Sixteen percent of the Miscellaneous Clerk and Assistant personnel spend their job time performing contracting tasks; such as, developing or maintaining customer complaint programs, developing quality assurance surveillance plans, reconciling financial expenditures with contracting and accounting and finance offices, and writing purchase requests. Another 26 percent of their job time is spent interpreting orders, policies, or regulations, evaluating use of postal equipment, evaluating or reviewing courier service administrative procedures, analyzing or evaluating performance of printing plant or duplicating centers' operating contractors, monitoring copy machine use, or establishing procedures or limitations on use of copiers.

The major portion (41 percent) of their job time is spent in General Administrative tasks; such as, drafting, editing, or signing standard Air Force letters to organizations within Air Force, drafting form letters, and spot-checking addresses of outgoing distribution. Table 8 presents representative tasks performed by the Miscellaneous Clerk and Assistant personnel.

All of the OS-303 personnel are in paygrade GS-7, and only one member supervises. These members average 77 months in their current job, 102 months in their occupational series, and 230 months federal civil service. Seventy-one percent of the members work at group-level or equivalent positions, with four of the members in AFLC and three in AFSC.

OS-342, SUPPORT SERVICES ADMINISTRATION (N=34). These Support Services Administration members represent 8 percent of this survey sample. They perform the largest average number of tasks (142) of all members of the survey sample. These tasks deal with directing, planning, and coordinating a myriad of service functions which are primarily work supporting.

TABLE 7

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
301 MISCELLANEOUS ADMINISTRATION AND PROGRAM

TASKS	PERCENT MBRS PERFORMING (N=17)
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	82
A67 Draft, edit, or sign memoranda for record	76
A20 Attend briefings	76
A23 Attend staff meetings	71
A34 Coordinate correspondence with other agencies	71
A7 Answer telephones	65
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	65
A6 Answer inquiries about administrative programs or functions	59
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	59
A5 Analyze records, reports, charts, graphs, or computer products	59
A69 Draft, edit, or sign short note replies	59
A112 Plan or approve leave schedules	59
A77 Evaluate suggestions	59
A126 Prepare correspondence or reports for senior officer's signature	53
A70 Draft, edit, or sign staff studies or reports	53
A42 Coordinate with staff agencies or action officers on differences in opinions, proposals, or staff reports	53
A65 Draft, edit, or release electrically transmitted unclassified messages	53
B160 Approve or disapprove requests for absences from duty (e.g., leaves, passes, etc.)	53
A72 Draft, edit, or sign talking, point, or background papers	53
A74 Establish or evaluate requirements for publications	53
A22 Attend professional meetings or workshops	53
C298 Plan or conduct self-inspection programs	47
B262 Research or write civilian position descriptions	47
B191 Counsel personnel on infractions or work performance	47
A99 Participate in staff conferences or attend meetings for supervisor	47
A18 Assign or monitor suspense controls for communications	41
A57 Draft form letters	41
A80 Hand-carry communications or short suspense items	41
A12 Approve or disapprove requests for duplication, microform, or printing	41
H444 Analyze postal problems	41
B168 Assign additional duties to personnel	41

TABLE 8

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
303 MISCELLANEOUS CLERK AND ASSISTANT

TASKS	PERCENT MBRS PERFORMING (N=7)
A7 Answer telephones	71
A23 Attend staff meetings	71
A6 Answer inquiries about administrative programs or functions	57
A67 Draft, edit, or sign memoranda for record	57
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	57
A57 Draft form letters	57
H499 Interpret administrative orders, policies, or regulations	57
M704 Review contract specifications	57
C299 Review inspection guides, checklists, or reports	57
C298 Plan or conduct self-inspection programs	57
A69 Draft, edit, or sign short note replies	57
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	43
A77 Evaluate suggestions	43
M694 Notify contracting office of contractor performance	43
A59 Draft or approve AF Forms 80 (Files Maintenance and Disposition Plan)	43
D321 Plan or conduct copier machine training	43
M689 Develop quality assurance surveillance plans	43
M692 Monitor quality assurance programs	43
M699 Prepare contractor discrepancy reports	43
M700 Process customer complaints against contractor performance	43
M705 Write purchase requests	43
H500 Interpret postal policies or federal postal regulations	43
H496 Evaluate use of postal equipment	43
H497 Identify or assist large volume mailers in resolving official mail handling problems	43
B234 Monitor unit mail room operations	43
A34 Coordinate correspondence with other agencies	43
A20 Attend briefings	43
A148 Spot-check addresses of outgoing distribution	43
A126 Prepare correspondence or reports for senior officer's signature	43
B246 Plan or arrange support for contractor personnel	43
A70 Draft, edit, or sign staff studies or reports	43
A139 Review or code documents for filing	43
A50 Develop records, report formats, charts, or graphs	43
M703 Reconcile financial expenditures with contracting and accounting and finance offices	43

Eighteen percent of the members' job time is spent in Management, Supervision, and Command Functions; such as, advising senior officer on proficiency of personnel, approving or disapproving recommendations for awards, approving or disapproving special authorizations on orders, counseling personnel on personal problems or indebtedness, indorsing or preparing indorsements for OPR, EPR, or civilian performance and appraisal reports, drafting unfunded requirements requests, or initiating corrective actions based on unit inspection findings. Another 15 percent involves such tasks as preparing, analyzing, or approving quarterly postal expenditure reports, approving, disapproving, or recommending waivers to administrative communications policies, establishing policies on operating consolidated mail rooms, postal service centers, or unit mail rooms, acquiring office automated systems (OAS) support equipment or software, and approving or disapproving use of express mail.

The largest portion (41 percent) of the Support Services Administration personnel's job time is spent performing General Administrative Functions; such as, approving expenditures of TDY funds, approving or disapproving administrative budget plans or proposals, assigning base or staff details, conducting feasibility studies of administrative reorganizations, allocating or coordinating use of office space in buildings or organizations, or monitoring or managing administrative manning requirements. Table 9 provides representative tasks performed by the Support Services Administration personnel.

Ninety-seven percent of the respondents supervise. They average 59 months in their current job, 71 months in their occupational series, and 198 months federal civil service. Fifty percent work at squadron or group-level positions, with 29 percent in TAC and 24 percent in AFRES. Twenty-three members are in paygrades GS-7, GS-8, or GS-9. Seven members are GS-10, GS-11, or GS-12, and four are GM-13 or GM-14.

OS-343, MANAGEMENT ANALYSIS (N=119). The 119 Management Analysis members represent the second largest percent (28 percent) of the survey members. They perform an average of 85 tasks in their jobs. These tasks show an ability to develop, analyze, evaluate, advise on, and improve the effectiveness of the management processes.

Fourteen percent of the members' job time is spent performing records management tasks; such as, analyzing or determining disposition of records at bases being closed, transferred, or acquired, compiling or analyzing records management reports, determining records disposition for data contained in machine readable records systems, and developing records management policies, procedures, or standards for microform storage or retrieval systems. Another 12 percent is spent in such tasks as conducting staff assistance visits (SAVs), establishing policies or systems for the creating, management, or issue of publications or forms, establishing requirements for forms, or maintaining publications or forms management records.

The major portion (46 percent) of the Management Analysis personnel's job time is spent accomplishing general administrative tasks; such as, conducting administrative systems evaluations or surveys, coordinating with staff agencies or action officers on differences in opinions, proposals, or staff

TABLE 9
REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
342 SUPPORT SERVICES ADMINISTRATION

TASKS	PERCENT MBRS PERFORMING (N=34)
A20 Attend briefings	97
A23 Attend staff meetings	94
A6 Answer inquiries about administrative programs or functions	88
A7 Answer telephones	88
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	88
A112 Plan or approve leave schedules	88
A34 Coordinate correspondence with other agencies	88
A22 Attend professional meetings or workshops	88
A69 Draft, edit, or sign short note replies	85
A31 Conduct staff meetings or conferences	82
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	82
A24 Authenticate or supervise publication or distribution of administrative orders	79
B212 Indorse or prepare indorsements for OPR, EPR, or civilian performance and appraisal reports	79
B191 Counsel personnel on infractions or work performance	79
C299 Review inspection guides, checklists, or reports	76
A99 Participate in staff conferences or attend meetings for supervisor	76
A67 Draft, edit, or sign memoranda for record	76
C298 Plan or conduct self-inspection programs	74
B272 Review, analyze, or certify civilian time or attendance records	74
B168 Assign additional duties to personnel	74
B160 Approve or disapprove requests for absences from duty (e.g., leaves, passes, etc.)	74
A10 Approve or disapprove publications or supplements	74
B262 Research or write civilian position descriptions	74
B279 Write annual civilian performance evaluations	71
A150 Supervise processing of accountable mail or classified correspondence	71
B265 Review corrective actions taken on IG inspections, staff assistance visits (SAV), or local inspections	71
A126 Prepare correspondence or reports for senior officer's signature	71
B215 Interview or select applicants for civilian positions	68
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	68
A12 Approve or disapprove requests for duplication, microform, or printing	68

reports, or reviewing or making disposition of unit or organization records management holdings or preparing shipping documents. Table 10 provides representative tasks performed by the Management Analysis personnel.

The OS-343 personnel average 45 months in their present job, 75 months in their occupational series, and 207 months federal civil service. Forty-three percent of the members are in pay grades GS-7, GS-8, or GS-9 and 68 percent are GS-11, GS-12, GS-13 or GM-13. Forty-six percent of the respondents supervise and report working at MAJCOM-level positions (49 percent). AFLC and AFSC are the most represented command (40 percent).

OS-344, MANAGEMENT CLERICAL AND ASSISTANCE (N=155). The 155 Management Clerical and Assistance personnel represent the largest percent (37 percent) of the survey members. They perform an average of 83 tasks in their jobs. These tasks indicate a practical knowledge of the purpose, operation, methodology, and techniques characteristic of specific management analysis functions rather than a thorough knowledge of functions, processes, and principles of management as do the OS-343 Management Analysis personnel.

Thirty-eight percent of the members' job time is spent performing Records Management and Publications, Forms, and Reprographics duties; such as, advising records managers, functional area records managers (FARMs), or clerks on records management, briefing personnel on FOIA or privacy act procedures, establishing or operating records staging areas, analyzing or standardizing forms, or approving or disapproving forms.

The majority of the Management Clerical and Assistance job time (43 percent) is spent performing general administrative duties; such as, reviewing or making disposition of unit or organization records management holdings or preparing shipping documents, drafting or approving AF Forms 80 (Files Maintenance and Disposition Plan), coordinating with base or functional area records managers on files maintenance or disposition plans, developing suspense control systems, or maintaining production logs. Table 11 provides representative tasks performed by the Management Clerical and Assistance personnel.

These members average 59 months in their current job, 79 months in their occupational series, and 186 months civil service. Sixty-three percent work at squadron or group-level positions in AFLC, ATC, or SAC (17 percent each). The respondents are mostly in GS-7 or GS-08 paygrades (93 percent), with 60 percent reporting they supervise.

OS-1082, WRITING AND EDITING (N=15). The 15 Writing and Editing personnel represent 4 percent of this survey sample and perform an average of 37 tasks in their jobs. These tasks indicate their primary function is to acquire information about different subjects, and then, analyze, select, and present that information in whatever format is suitable for the intended audiences.

Forty-five percent of the Writing and Editing personnel's job time is spent accomplishing publications, forms, and reprographics tasks; such as, advising personnel on procedures for developing new publications, advising requesters of changes to publications, arranging for acting office or OPR to

TABLE 10
 REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
 343 MANAGEMENT ANALYSIS

TASKS	PERCENT MBRS PERFORMING (N=119)
A20 Attend briefings	91
A7 Answer telephones	89
A67 Draft, edit, or sign memoranda for record	87
A6 Answer inquiries about administrative programs or functions	85
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	82
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	82
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	82
A69 Draft, edit, or sign short note replies	81
A23 Attend staff meetings	81
A22 Attend professional meetings or workshops	79
A72 Draft, edit, or sign talking, point, or background papers	75
A77 Evaluate suggestions	73
A126 Prepare correspondence or reports for senior officer's signature	72
A5 Analyze records, reports, charts, graphs, or computer products	72
A34 Coordinate correspondence with other agencies	71
A99 Participate in staff conferences or attend meetings for supervisor	69
A142 Review publications bulletin	63
A50 Develop records, report formats, charts, or graphs	61
A70 Draft, edit, or sign staff studies or reports	55
A139 Review or code documents for filing	55
A42 Coordinate with staff agencies or action officers on differences in opinions, proposals, or staff reports	53
A51 Develop scripts for briefings	52
A80 Hand-carry communications or short suspense items	51
A12 Approve or disapprove requests for duplication, microform, or printing	50
A3 Analyze computer output management reports	49
A10 Approve or disapprove publications or supplements	48
C299 Review inspection guides, checklists, or reports	48
A65 Draft, edit, or release electrically transmitted unclassified messages	48
A81 Identify equipment in need of repair or replacement	48
A19 Attend ancillary or collateral training	47
B265 Review corrective actions taken on IG inspections, staff assistance visits (SAV), or local inspections	46

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
344 MANAGEMENT CLERICAL AND ASSISTANCE

TASKS	PERCENT MBRS PERFORMING (N=155)
A7 Answer telephones	97
A6 Answer inquiries about administrative programs or functions	81
A23 Attend staff meetings	78
A34 Coordinate correspondence with other agencies	77
A67 Draft, edit, or sign memoranda for record	75
A20 Attend briefings	75
A69 Draft, edit, or sign short note replies	72
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	71
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	71
A139 Review or code documents for filing	70
A57 Draft form letters	62
A77 Evaluate suggestions	62
A12 Approve or disapprove requests for duplication, microform, or printing	61
A142 Review publications bulletin	61
A59 Draft or approve AF Forms 80 (Files Maintenance and Disposition Plan)	59
A81 Identify equipment in need of repair or replacement	58
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	57
A80 Hand-carry communications or short suspense items	55
A22 Attend professional meetings or workshops	54
A36 Coordinate with base or functional area records managers on files maintenance or disposition plans	54
A18 Assign or monitor suspense controls for communications	54
C298 Plan or conduct self-inspection programs	52
A136 Redirect improperly addressed distribution	52
A50 Develop records, report formats, charts, or graphs	51
A126 Prepare correspondence or reports for senior officer's signature	50
A10 Approve or disapprove publications or supplements	49
A85 Maintain or monitor suspense control systems	49
A72 Draft, edit, or sign talking, point, or background papers	48
J623 Review publications or forms for compliance with FOIA or Privacy Act	48
A5 Analyze records, reports, charts, graphs, or computer products	48
A112 Plan or approve leave schedules	48

review higher headquarters publications, assigning series or basic numbers to publications or forms, conducting special reviews of publications, or developing formats for standard publications.

Another 45 percent of their job time is spent working with general administrative duties; such as, reviewing publications bulletins, approving or disapproving publications or supplements, and establishing or evaluating requirement for publications. Table 12 shows representative tasks performed by Writing and Editing personnel.

These Writing and Editing personnel average 51 months in their present job, 86 months in their occupational series, and 197 months federal civil service. Nine members are GS-7 or GS-9, and six members are GS-11 or GS-12. Only one member reports being a supervisor. Sixty percent of the members report working at MAJCOM-level positions in AFLC and HQ USAF.

OS-1087, EDITORIAL ASSISTANCE (N=8). The eight members included in the Editorial Assistance OS perform an average of 47 tasks in their jobs and represent 2 percent of this survey sample. The tasks accomplished by these members indicate editorial support work in preparing manuscripts for publication by verifying the factual information with their knowledge of good English usage.

Fifty-eight percent of their job time is spent performing publications, forms, and reprographics functions; such as, compiling forms or publications indexes, assisting OPR with design or decision logic tables, compiling, editing, or publishing base bulletins, coordinating with bases or organizations on reports of copier use, or reviewing contracted proofs for publications.

The Editorial Assistance respondents spend the least amount of time of the occupational series group performing general administrative tasks (37 percent); such as, approving or disapproving requests for duplication, microform, or printing, and signing-out materials on temporary loan, such as books, reports, or publications. Table 13 provides representative tasks performed by the Editorial Assistance personnel.

The OS-1087 personnel average 28 months in their present job, 48 months in their occupational series, and 184 months federal civil service. One hundred percent of the members are GS-7, and none of them supervise. Fifty-percent of the members work at MAJCOM-level positions, and 25 percent are in ATC.

OS-1654, PRINTING MANAGEMENT (N=50). The Printing Management members represent the third largest sample (12 percent) of this survey group. They perform an average of 57 tasks in their jobs. These tasks show an ability to plan, administer, supervise, review, evaluate, or perform tasks in connection with the management of programs which provide printing services.

Twenty-five percent of their job time is spent performing publications, forms, and reprographics duties; such as, analyzing performance of printing, duplicating, microform, or copying equipment, certifying invoices for commer-

TABLE 12

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
1082 WRITING AND EDITING

TASKS	PERCENT MBRS PERFORMING (N=15)
I522 Advise personnel on procedures for developing new publications	93
I524 Advise requestors of publications availability	73
A142 Review publications bulletin	73
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	67
I523 Advise requesters of changes to publications	67
A6 Answer inquiries about administrative programs or functions	67
A69 Draft, edit, or sign short note replies	67
I533 Assign series or basic numbers to publications or forms	67
I546 Coordinate with OPR on printing requests or requirements	60
I577 Maintain publications or forms management records	53
A10 Approve or disapprove publications or supplements	53
I554 Develop formats for standard publications	53
I541 Conduct special reviews of publications	53
I534 Assist OPR with design of decision logic tables	53
A126 Prepare correspondence or reports for senior officer's signature	53
A74 Establish or evaluate requirements for publications	53
A67 Draft, edit, or sign memoranda for record	53
A22 Attend professional meetings or workshops	53
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	53
I573 Identify or eliminate duplications in local, command, or AF publications and forms	47
I537 Compile forms or publications indexes	47
I551 Determine revision schedules of publications or forms	47

TABLE 13

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
1087 EDITORIAL ASSISTANCE

TASKS	PERCENT MBRS PERFORMING (N=8)
I522 Advise personnel on procedures for developing new publications	100
I554 Develop formats for standard publications	88
I573 Identify or eliminate duplications in local, command, or AF publications and forms	75
I539 Compile, edit, or publish base bulletins	75
A142 Review publications bulletin	75
I533 Assign series or basic numbers to publications or forms	75
I541 Conduct special reviews of publications	75
A12 Approve or disapprove requests for duplication, microform, or printing	63
I524 Advise requestors of publications availability	63
I563 Establish policies or systems for the creation, management, or issue of publications or forms	63
I566 Establish requirements for publications or forms	63
A6 Answer inquiries about administrative programs or functions	63
I565 Establish procedures to monitor delinquent AF Forms 1382 (Request for Review of Publications and/or Forms)	63
A10 Approve or disapprove publications or supplements	50
I537 Compile forms or publications indexes	50
A74 Establish or evaluate requirements for publications	50
I538 Compile workload data on publications branch	50
I543 Coordinate publications or forms development with records managers	50
I547 Coordinate with other agencies on joint publications	50

cial printing, coordinating with contract printers, implementing policies or procedures for conforming to standards of congressional joint committee on printing, or negotiating disputes with printing contractors or Government Printing Office (GPO).

Another 46 percent of the Printing Management personnel's job time is spent working with general administrative tasks; such as, attending conferences, equipment demonstrations, or company briefings on new equipment, drafting or writing responses to complaints, developing records, report formats, charts, or graphs, or coordinating correspondence with other agencies. Table 14 provides representative tasks performed by the Printing Management personnel.

These survey members average 83 months in their current job, 120 months in their occupational series, and 230 months federal civil service. Fifty-eight percent of the members are GS-7, GS-9, or GS-10, and 42 percent are GS-11, GS-12, or GS-13. Almost half of the members (48 percent) supervise. Fifty percent report being in MAJCOM or group-level positions at AFLC or AFSC.

OS-2003, SUPPLY PROGRAM MANAGEMENT (N=4) and OS-2005, SUPPLY CLERICAL AND TECHNICIAN (N=6). (N=10). These two groups were combined to provide a more manageable number for group data in the series analysis. Members of this combined group perform an average of 78 tasks in their jobs. Supply Program Management personnel (OS-2003) perform tasks related to the management of supply activities; whereas, the Supply Clerical and Technicians (OS-2005) provide the clerical and technical support necessary to ensure the effective operation of supply management programs.

Eighteen percent of their job time is spent performing publications, forms, and reprographics duties, such as advising requesters of publications availability, assigning or updating customer account representative (CAR) account numbers, developing publications and forms kit for new PDO, distributing standard publications, technical orders, of forms, or identifying availability of publications for public distribution.

The Supply Program Management and Supply Clerical and Technician personnel spend the largest percent of their job time of the occupational series included in the survey performing general administrative tasks (48 percent), such as developing or directing design plans for displays, presentations, or exhibits, developing records, report formats, charts, or graphs, analyzing computer output management reports, or developing scripts for briefings. Table 15 provides representative tasks performed by the OS-2003 and 2005 personnel.

These members average 91 months in their present job, 101 months in their occupational series, and 288 months federal civil service. Fifty percent of the respondents work at MAJCOM-level positions in HQ USAF. Six of the members are GS-7, two are GS-12, and one each is GM-13 and GM-14. Five of the members indicate they are supervisors.

TABLE 14

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
1654 PRINTING MANAGEMENT

TASKS	PERCENT MBRS PERFORMING (N=50)
A7 Answer telephones	96
A12 Approve or disapprove requests for duplication, microform, or printing	82
I546 Coordinate with OPR on printing requests or requirements	72
A20 Attend briefings	68
A23 Attend staff meetings	64
I545 Coordinate with contract printers	64
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	64
A6 Answer inquiries about administrative programs or functions	60
I527 Analyze performance of printing, duplicating, microform, or copying equipment	60
A22 Attend professional meetings or workshops	58
A62 Draft or write responses to complaints	56
A69 Draft, edit, or sign short note replies	56
A81 Identify equipment in need of repair or replacement	52
A67 Draft, edit, or sign memoranda for record	52
A77 Evaluate suggestions	52
M682 Account for commercial printing funds	50
A5 Analyze records, reports, charts, graphs, or computer products	50
I574 Implement policies or procedures for conforming to standards of congressional joint committee on printing	48
I570 Evaluate requirements for reprographics equipment other than micrographics equipment	48
A50 Develop records, report formats, charts, or graphs	48
A86 Maintain production logs	46
M701 Provide input for contract specifications	46
I580 Negotiate disputes with printing contractors or Government Printing Office (GPO)	46
I583 Prepare joint committee on printing (JCP) reports	46
I585 Prepare requests for printing or duplicating equipment	46
A99 Participate in staff conferences or attend meetings for supervisor	46
I587 Prepare requisitions for printing to submit to GPO	44
M704 Review contract specifications	44
I564 Establish procedures or limitations on use of copiers	44
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	44

TABLE 15

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES
2003, SUPPLY PROGRAM MANAGEMENT AND 2005, SUPPLY CLERICAL AND TECHNICIAN

TASKS	PERCENT MBRS PERFORMING (N=10)
A6 Answer inquiries about administrative programs or functions	100
A5 Analyze records, reports, charts, graphs, or computer products	100
A23 Attend staff meetings	100
A20 Attend briefings	100
A7 Answer telephones	80
I524 Advise requesters of publications availability	80
A3 Analyze computer output management reports	80
A142 Review publications bulletin	80
A22 Attend professional meetings or workshops	80
A34 Coordinate correspondence with other agencies	80
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	80
A51 Develop scripts for briefings	80
I567 Evaluate operations of publications distribution centers (PDC) or PDO	70
I563 Establish policies or systems for the creation, management, or issue of publications or forms	70
A67 Draft, edit, or sign memoranda for record	70
A69 Draft, edit, or sign short note replies	70
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	70
A4 Analyze data from tests of new equipment or procedures	70
I566 Establish requirements for publications or forms	60
I560 Establish or revise PDO procedures	60
M704 Review contract specifications	60
A35 Coordinate facilities maintenance	60
M691 Monitor contracts for compliance	60
A62 Draft or write responses to complaints	60
A136 Redirect improperly addressed distribution	60
A19 Attend ancillary or collateral training	60
A74 Establish or evaluate requirements for publications	50
I575 Implement publishing distribution office system	50
A57 Draft form letters	50
A77 Evaluate suggestions	50
M692 Monitor quality assurance programs	50
M690 Maintain contractor performance files	50
C289 Develop inspection publications or checklists	50
M701 Provide input for contract specifications	50
M702 Recommend changes to performance work statements	50

ANALYSIS OF DATA BY PAYGRADE GROUPS

Comparisons by paygrade groups within selected occupational series were also analyzed using data of time spent on tasks, percent members performing tasks, and occupational series (review Figure 3 shown previously).

Appendixes B1 through B6 present data indicating the similarities and differences between the selected paygrade groups within the respective occupational series. Also shown for further clarification are selected duties and the average time spent on duties by the compared paygrade groups. An assessment of the sorted difference columns for the representative tasks performed by each paygrade group clearly delineates the similarities and the differences between the percent members performing, levels of performance, and respective paygrade groups.

Generally, if both paygrade groups perform the same tasks, the data in Appendixes B1 through B6 in percent members performing columns indicate that more members of the lower paygrade groups perform technical-type tasks; such as, developing, drafting, editing, compiling data, and monitoring. When these technical-type tasks are performed, fewer of the higher paygrade members perform those same tasks. Conversely, the higher paygrade members perform tasks such as evaluating, analyzing, planning, training, briefing, and supervising. When these supervisory or management-type tasks are performed, fewer of the lower paygrade group perform those same tasks.

Overall, the comparison of the representative tasks performed by the paygrade groups within the selected occupational groups indicates the usual career progression relationships which develop between paygrade groups when similar tasks are performed. The analysis shows there is a definite broadening of duties and responsibilities when civilian personnel are promoted to higher paygrades.

ANALYSIS OF SELECTED BACKGROUND DATA

Another major area of each OSR is an in-depth analysis of selected background data. Some of the data presented in this area are satisfaction indicators, command distribution of survey respondents, relative time spent on duties by MAJCOM or Operating Agency, and relative time spent on duties by paygrade groups. Of special interest also are responses to several background questions added by SAF/AAI. Questions included were educational background and area of concentration of associate, undergraduate, or graduate degrees, and methodology used by individuals to prepare personal AF correspondence. Also queried were knowledge level, experience level, and job necessity of, and therefore, subsequent impact on administration technology, office automation, and information management systems technology for Information Management personnel.

SATISFACTION INDICATORS

An important part of analyses within any OSR involves presentation of data regarding the prevailing attitudes of the respondents for job satisfaction and training issues. The tables provide a look at how job satisfaction may be influenced by the particular occupational series, the tasks performed, and the respondents paygrade. Tables 16 through 19 provide job satisfaction indicators by job structure groups, occupational series, paygrade groups, and MAJCOM or Operating Agency. To assess these areas, job satisfaction and training data were extracted from the background information which includes all Information Management survey respondents.

Overall, job satisfaction responses are generally positive across all groups in three of the indicators queried: expressed job interest, perceived utilization of talents, and sense of accomplishment. Conversely, 44 percent of the respondents noted that they have not participated in AF technical training. Of those who indicate they have received training, 38 percent do not perceive their training is being utilized. Since little formal training is offered for most civilian positions, the responses to this area are not unexpected.

Job Satisfaction

Job satisfaction indicators by Job Structure groups express very positive job interest, sense of accomplishment, and perceived utilization of talents across all groups. In contrast to the positive job satisfaction, responses indicate that 50 percent of the survey respondents have received no AF tech training. Of those who have received training, responses to perceived utilization of training are moderately low (33 percent) (see Table 16). It is interesting to note that although none of the members of the Reprographics Specialists (N=6) and 50 percent (each) of the Printing Specialists (N=12), OAS Managers (N=6), and Records Management Cluster (N=111) group members report no AF Tech training, they still indicate high job satisfaction.

Job satisfaction responses by Occupational Series groups in the expressed job interest and sense of accomplishment indicators are generally high across all series groups. Perceived utilization of talents responses show moderately high responses (see Table 17). The eight Editorial Assistance respondents (OS-1087) show the most positive satisfaction indicators of the total respondents in the occupational series group. Again, 41 percent of the survey respondents indicate they have received no AF technical training. Of those who have received training, the responses to perceived utilization of training show relatively low to moderate (41 percent) satisfaction.

Job satisfaction was also examined by paygrade groups. Expressed job interest and sense of accomplishment indicators are generally high across all paygrade groups. Perceived utilization of talents indicators is also moderately high (see Table 18). Of those individuals who have received AF

TABLE 16

JOB SATISFACTION INDICATORS BY JOB STRUCTURE*

	RECORDS MGT	INFO MGT	PUBS & FORMS MGT	REPRO SPECS (STG63, N=6)	PRTG SPECS (STG81, N=12)	CONTRACT ADMIN SPECS (STG46, N=10)	OAS MGRS (STG83, N=6)
<u>EXPRESSED JOB INTEREST:</u>							
INTERESTING	89%	92%	88%	100%	100%	80%	83%
SO SO	5%	5%	7%	0%	0%	20%	17%
DULL	6%	2%	5%	0%	0%	0%	0%
<u>PERCEIVED UTILIZATION OF TALENTS:</u>							
EXCELLENTLY TO PERFECTLY	35%	30%	27%	33%	17%	30%	17%
FAIRLY WELL TO VERY WELL	53%	65%	66%	67%	83%	70%	83%
VERY LITTLE OR NOT AT ALL	11%	5%	7%	0%	0%	0%	0%
<u>PERCEIVED UTILIZATION OF TRAINING:</u>							
EXCELLENTLY TO PERFECTLY	12%	14%	8%	0%	8%	20%	0%
FAIRLY WELL TO VERY WELL	35%	40%	39%	0%	25%	60%	33%
VERY LITTLE OR NOT AT ALL	4%	6%	15%	0%	8%	0%	0%
NO AF TECH TNG	50%	39%	39%	100%	50%	20%	50%
<u>SENSE OF ACCOMPLISHMENT:</u>							
SATISFIED	84%	86%	85%	67%	92%	90%	83%
NEUTRAL	3%	3%	6%	0%	8%	0%	17%
DISSATISFIED	14%	10%	9%	33%	0%	10%	0%

* Columns may not add to 100 percent due to rounding or no response

TABLE 17

JOB SATISFACTION INDICATORS BY OCCUPATIONAL SERIES*

	301 (N=17)	303 (N=7)	342 (N=34)	343 (N=119)	344 (N=155)	1082 (N=15)	1087 (N=8)	1654 (N=50)	2003/ 2005 (N=10)
	MISC	MISC	SPT	MGT	CLERICAL & ASST	WRITE & EDIT	EDITORIAL ASST	PRTG MGT	SUPPLY PRGM TECHN
EXPRESSED JOB INTEREST:									
INTERESTING	94%	100%	88%	89%	88%	80%	100%	94%	80%
SO SO	6%	0%	9%	7%	7%	7%	0%	6%	10%
DULL	0%	0%	3%	4%	5%	13%	0%	0%	10%
PERCEIVED UTILIZATION OF TALENTS:									
EXCELLENTLY TO PERFECTLY	29%	57%	29%	35%	29%	13%	0%	22%	20%
FAIRLY WELL TO VERY WELL	71%	43%	62%	54%	63%	80%	100%	74%	70%
VERY LITTLE OR NOT AT ALL	0%	0%	6%	11%	7%	7%	0%	4%	10%
PERCEIVED UTILIZATION OF TRAINING:									
EXCELLENTLY TO PERFECTLY	18%	29%	18%	13%	14%	7%	0%	10%	10%
FAIRLY WELL TO VERY WELL	41%	14%	47%	30%	36%	47%	63%	28%	60%
VERY LITTLE OR NOT AT ALL	12%	0%	6%	8%	4%	0%	0%	4%	10%
NO AF TECH TNG	29%	57%	26%	49%	46%	47%	38%	56%	20%
SENSE OF ACCOMPLISHMENT:									
SATISFIED	94%	86%	85%	84%	86%	80%	88%	86%	80%
NEUTRAL	6%	0%	3%	3%	4%	13%	0%	8%	0%
DISSATISFIED	0%	14%	12%	13%	10%	7%	13%	4%	20%

* Columns may not add to 100 percent due to rounding or no response

NOTE: OS 341 and 345 not included because of low number of responses

TABLE 18

JOB SATISFACTION INDICATORS BY PAYGRADE*

	GS-07 (N=140)	GS-08 (N=65)	GS-09 (N=91)	GS-11 (N=66)	GS-12 (N=39)	GM-13/14 GS-13 (N=15)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	87%	92%	85%	95%	92%	93%
SO SO	10%	3%	8%	2%	8%	0%
DULL	3%	5%	8%	2%	0%	7%
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
EXCELLENTLY TO PERFECTLY	25%	35%	21%	27%	46%	47%
FAIRLY WELL TO VERY WELL	69%	55%	68%	65%	51%	47%
VERY LITTLE OR NOT AT ALL	6%	8%	11%	6%	3%	7%
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
EXCELLENTLY TO PERFECTLY	14%	14%	12%	5%	26%	13%
FAIRLY WELL TO VERY WELL	41%	35%	30%	45%	23%	40%
VERY LITTLE OR NOT AT ALL	4%	3%	13%	2%	8%	0%
NO AF TECH TNG	41%	48%	45%	47%	44%	47%
<u>SENSE OF ACCOMPLISHMENT:</u>						
SATISFIED	86%	88%	84%	83%	92%	87%
NEUTRAL	4%	2%	5%	9%	3%	0%
DISSATISFIED	11%	11%	11%	6%	5%	13%

* Columns may not add to 100 percent due to rounding or no response

NOTE: GS-10 not included because of low numbers of responses (4)

TABLE 19

JOB SATISFACTION INDICATORS BY MAJCOM OR OPERATING AGENCY**

<u>EXPRESSED JOB INTEREST:</u>	<u>USAF</u> <u>(N=7)</u>	<u>USAF</u> <u>(N=11)</u>	<u>AFAFC</u> <u>(N=15)</u>	<u>AFLC</u> <u>(N=103)</u>	<u>AFSC</u> <u>(N=53)</u>	<u>ARPC</u> <u>(N=9)</u>	<u>ATC</u> <u>(N=41)</u>	<u>AU</u> <u>(N=5)</u>
INTERESTING	71%	91%	100%	84%	87%	89%	98%	100%
SO SO	29%	0%	0%	9%	6%	11%	2%	0%
DULL	0%	9%	0%	6%	8%	0%	0%	0%
<u>PERCEIVED UTILIZATION OF TALENTS:</u>								
EXCELLENTLY TO PERFECTLY	14%	36%	13%	21%	19%	22%	32%	40%
FAIRLY WELL TO VERY WELL	86%	45%	87%	69%	70%	67%	56%	60%
VERY LITTLE OR NOT AT ALL	0%	18%	0%	9%	11%	11%	10%	0%
<u>PERCEIVED UTILIZATION OF TRAINING:</u>								
EXCELLENTLY TO PERFECTLY	29%	27%	7%	4%	11%	11%	10%	40%
FAIRLY WELL TO VERY WELL	57%	36%	47%	36%	28%	56%	27%	40%
VERY LITTLE OR NOT AT ALL	0%	0%	7%	10%	4%	0%	5%	0%
NO AF TECH TNG	14%	36%	40%	50%	57%	33%	56%	20%
<u>SENSE OF ACCOMPLISHMENT:</u>								
SATISFIED	86%	73%	100%	81%	83%	89%	95%	100%
NEUTRAL	14%	9%	0%	5%	8%	0%	0%	0%
DISSATISFIED	0%	18%	0%	14%	9%	11%	5%	0%

* Columns may not add to 100 percent due to rounding or no response

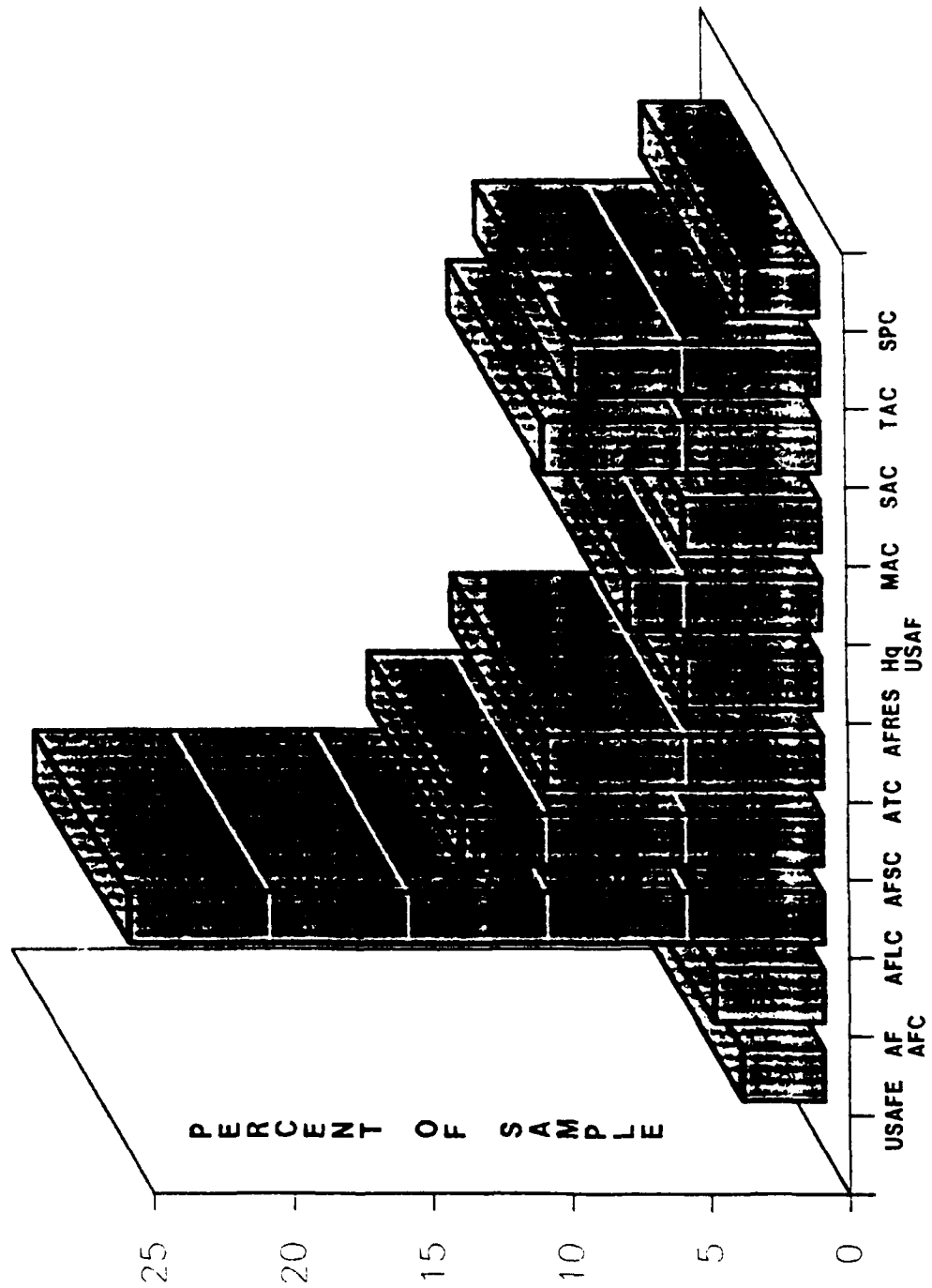
TABLE 19 (CONTINUED)

JOB SATISFACTION INDICATORS BY MAJCOM OR OPERATING AGENCY*

	AFRES (N=21)	HQ USAF (N=29)	MAC (N=20)	SAC (N=41)	TAC (N=33)	ESC (N=6)	AFCC (N=9)	AFSPACECOM (N=11)
<u>EXPRESSED JOB INTEREST:</u>								
INTERESTING	95%	93%	90%	93%	82%	100%	100%	73%
SO SO	5%	7%	5%	5%	12%	0%	0%	18%
DULL	0%	0%	5%	2%	6%	0%	0%	9%
<u>PERCEIVED UTILIZATION OF TALENTS:</u>								
EXCELLENTLY TO PERFECTLY	33%	34%	40%	39%	33%	67%	56%	18%
FAIRLY WELL TO VERY WELL	62%	66%	50%	59%	64%	33%	33%	73%
VERY LITTLE OR NOT AT ALL	5%	0%	10%	2%	3%	0%	11%	9%
<u>PERCEIVED UTILIZATION OF TRAINING:</u>								
EXCELLENTLY TO PERFECTLY	10%	14%	15%	20%	24%	0%	56%	9%
FAIRLY WELL TO VERY WELL	57%	31%	30%	34%	39%	33%	11%	73%
VERY LITTLE OR NOT AT ALL	0%	0%	10%	5%	3%	17%	11%	0%
NO AF TECH TNG	33%	55%	45%	41%	33%	50%	22%	18%
<u>SENSE OF ACCOMPLISHMENT:</u>								
SATISFIED	81%	86%	90%	85%	82%	100%	78%	91%
NEUTRAL	5%	7%	5%	5%	0%	0%	11%	9%
DISSATISFIED	14%	7%	5%	10%	18%	0%	11%	0%

* Columns may not add to 100 percent due to rounding or no response

FIGURE 6
COMMAND DISTRIBUTION
N= 420



tech training, perceived utilization of training indicators are moderately low (36 percent). Forty-five percent of the paygrade members indicate they have received no AF tech training. The GS-11 paygrade group members indicate the highest job satisfaction indicators, followed closely by the GS-7 and GS-9 personnel.

The final indicators of job satisfaction are presented for Command or Operating Agency members. Expressed job interest and sense of accomplishment indicators remain positive across all command groups. Perceived utilization of talents indicators is also moderately high (see Table 19). Thirty-eight percent of these survey respondents report receiving no AF tech training. Of the responses from those members who have received training, only 40 percent perceive their training is being utilized. AFAFC and HQ USAF report the highest satisfaction indicators, followed closely by AFRES and Air University.

Figure 6 presents the Command Distribution of the 420 respondents included in the survey. AFLC is the largest command represented (N=103) followed by AFSC (N=53) and ATC (N=41). Since all eligible Information Management personnel in the 11XX functional account code in GS-7 paygrade and above were selected to participate in this survey, no population representation across MAJCOMs will be presented nor can comparisons be made to any previous survey sample.

Table 20 provides data on Relative Time Spent on Duties by MAJCOM or Operating Agency personnel. These data clearly indicate that the percent of time spent on duties by MAJCOM members compares favorably with one another. The table shows that none of the respondents report spending any time on Quality Force Program Actions (Duty E). Air University is the only command that reports performing Duty G, Specialized Administrative Functions (1 percent). Duty L, War Planning, Readiness, Mobility, or Contingency Functions, received responses by two Commands only (AFLC and ARPC). These data are not unexpected, since these functions would probably fall better under Military Information Management specialization.

The Relative Time Spent on Duties by Pay Plan and Paygrade is provided in Table 21. This table shows that GS-7 members have the largest representation in the survey sample. These GS-7 members spend the least amount of time (6 percent) performing Management, Supervision, and Command Functions, followed by the GS-9 (8 percent) personnel. The lower paygrade personnel (GS-9 and GS-7) spend the largest percent of their job time (19 percent and 23 percent, respectively) performing technical-type duties in Publications, Forms, and Reprographics Functions (Duty I) and (44 percent each) in General Administrative Functions (Duty A). As is to be expected, the GS-13, GM-13, or GM-14 personnel spend the largest amount of their job time performing General Administrative Functions (51 percent) and Management, Supervision, and Command Functions (17 percent). A correlation between the types of duties and tasks performed and paygrade progression is clearly indicated by the data presented in these tables.

TABLE 20

RELATIVE TIME SPENT ON DUTIES BY MAJCOM OR OPERATING AGENCY

DUTIES	NUMBER OF TASKS	USFA (N=7)	USAFE (N=11)	AFAFC (N=15)	AFLC (N=103)	AFSC (N=53)	ARPC (N=9)	ATC (N=41)	AU (N=5)
A GENERAL ADMINISTRATIVE FUNCTIONS	154	39%	37%	48%	44%	48%	43%	45%	39%
B MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	14%	12%	8%	9%	10%	11%	7%	8%
C EVALUATION AND INSPECTION FUNCTIONS	18	2%	1%	-	2%	2%	2%	2%	2%
D TRAINING FUNCTIONS	42	4%	7%	5%	3%	5%	8%	4%	1%
E QUALITY FORCE PROGRAM ACTIONS	24	-	-	-	-	-	-	-	-
F EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	-	-	-	1%	-	-	-	1%
G SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	-	-	-	-	-	-	-	1%
H ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	-	1%	1%	6%	4%	4%	-	-
I PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	25%	5%	12%	16%	14%	11%	21%	35%
J RECORDS MANAGEMENT FUNCTIONS	34	9%	33%	12%	7%	10%	12%	12%	1%
K OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	1%	1%	8%	1%	-	4%	2%	2%
L WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	-	-	-	1%	-	1%	-	-
M CONTRACTING FUNCTIONS	25	5%	-	-	7%	4%	3%	3%	7%
N PLANNING & PROGRAMMING FUNCTIONS	17	1%	-	3%	1%	-	1%	2%	2%

- Indicates less than 1 percent

NOTE: Columns may not add to 100 percent because of rounding

TABLE 20 (CONTINUED)

RELATIVE TIME SPENT ON DUTIES BY MAJCOM OR OPERATING AGENCY

DUTIES	NUMBER OF TASKS	AFRES (N=21)	HQ USAF (N=29)	MAC (N=20)	SAC (N=61)	TAC (N=33)	ESC (N=6)	AFCC (N=9)	AFSPACECOM (N=11)
A GENERAL ADMINISTRATIVE FUNCTIONS	154	48%	53%	39%	40%	37%	54%	40%	44%
B MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	13%	13%	13%	12%	9%	11%	8%	14%
C EVALUATION AND INSPECTION FUNCTIONS	18	3%	1%	2%	3%	2%	-	3%	2%
D TRAINING FUNCTIONS	42	6%	3%	4%	-	8%	2%	3%	3%
E QUALITY FORCE PROGRAM ACTIONS	24	-	-	-	-	-	-	-	-
F EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	1%	3%	1%	-	-	1%	-	1%
G SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	-	-	-	-	-	-	-	-
H ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	4%	4%	7%	2%	11%	2%	2%	5%
I PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	14%	13%	20%	18%	13%	19%	20%	10%
J RECORDS MANAGEMENT FUNCTIONS	34	4%	9%	9%	13%	14%	5%	21%	8%
K OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	4%	1%	1%	1%	-	-	-	2%
L WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	-	-	-	-	-	-	-	-
M CONTRACTING FUNCTIONS	25	-	3%	2%	2%	2%	4%	-	8%
N PLANNING & PROGRAMMING FUNCTIONS	17	1%	1%	2%	-	-	-	1%	2%

- Indicates less than 1 percent

NOTE: Columns may not add to 100 percent because of rounding

TABLE 21

RELATIVE TIME SPENT ON DUTIES BY PAY PLAN AND PAYGRADE*

DUTIES	NUMBER OF TASKS	GS-07 (N=140)	GS-08 (N=65)	GS-09 (N=91)	GS-11 (N=66)	GS-12 (N=39)	GS-13 GM-13/14 (N=15)
A GENERAL ADMINISTRATIVE FUNCTIONS	154	44%	41%	44%	46%	46%	51%
B MANAGEMENT, SUPERVISION, AND COMMAND FUNCTIONS	128	6%	11%	8%	13%	13%	17%
C EVALUATION AND INSPECTION FUNCTIONS	18	2%	2%	2%	2%	2%	2%
D TRAINING FUNCTIONS	42	4%	8%	4%	3%	3%	3%
E QUALITY FORCE PROGRAM ACTIONS	24	-	-	-	-	-	1%
F EXECUTIVE SUPPORT, PROTOCOL, AND AIDE FUNCTIONS	56	-	-	1%	1%	1%	4%
G SPECIALIZED ADMINISTRATIVE FUNCTIONS	19	-	-	-	-	-	-
H ADMINISTRATIVE COMMUNICATIONS, POSTAL, AND COURIER SERVICE FUNCTIONS	80	5%	4%	5%	3%	3%	2%
I PUBLICATIONS, FORMS, AND REPROGRAPHICS FUNCTIONS	68	23%	8%	19%	11%	15%	7%
J RECORDS MANAGEMENT FUNCTIONS	34	9%	21%	9%	10%	6%	4%
K OFFICE AUTOMATED SYSTEMS (OAS) AND RELATED EQUIPMENT FUNCTIONS	26	1%	1%	2%	2%	3%	2%
L WAR PLANNING, READINESS, MOBILITY, OR CONTINGENCY FUNCTIONS	32	-	-	-	2%	-	-
M CONTRACTING FUNCTIONS	25	6%	-	4%	4%	3%	3%
N PLANNING & PROGRAMMING FUNCTIONS	17	-	-	1%	2%	2%	4%

* GS-10 not included because of low number of responses

- Indicates less than 1 percent

NOTE: Columns may not add to 100 percent because of rounding

Tables 22 through 29 present data on the highest level of education completed and area of concentration of associate, undergraduate, or graduate degrees held by the Information Management personnel. The data are presented by both Job Structure and Occupational Series. Overall, data indicate the highest level of education completed by the majority of the respondents is a high school education. Approximately one-fourth of the respondents (24 percent) report having an associate (15.5 percent), bachelor's or bachelor's plus (7 percent), or master's or master's plus (1.7 percent) degree (see Tables 22 and 23). None of the survey respondents report having a specialist degree or Ph.D. or equivalent.

As would be expected, Office Management, Business Administration, and Computer/Systems Management and Data Processing are the most commonly held Associate Degrees reported by Job Structure and Occupational Series analysis. More members in the Information Management cluster and Records Management cluster groups report holding associate degrees. Business Administration has the highest percent of responses from the cluster groups (23 percent and 21 percent, respectively) (see Table 24). Members of OS-342 report the largest percent (32 percent) of members holding an Associate Degree in Business Administration, followed by OS-2003 and 2005 (30 percent). None of the Reprographics Specialists or Printing Management Specialists members report having a degree (see Table 25).

The major areas of concentration of undergraduate degrees held by the Job Structure members are Business or Management, Social Sciences, Economics, and Information Management. The Occupational Series members report Business or Management, Social Science, Information Management, and Computer Science. Information Management cluster and Contract Administration Specialists members indicate the highest percent (21 percent and 20 percent, respectively) of members holding Business or Management Bachelor's Degrees (see Table 26). Among the Occupational Series Group, OS-2003 and 2005 (30 percent), OS-342 (29 percent), OS-343 and OS-301 (each 18 percent) report holding Business or Management Bachelor's Degrees (see Table 27). None of the OS-303 or 1087 personnel report having an undergraduate degree.

Of the members who report having a graduate degree, Business, Management or Organizational Development is indicated by both Job Structure and Occupational Series data. The Contract Administration Specialists (N=10) and Information Management Cluster (N=122) hold Business Management or Organizational Development Graduate Degrees (see Table 28). Twenty percent of the members of OS-2003 and 2005 and 12 percent (each) of OS-342 and 1654 also hold Business, Management, or Organizational Development Graduate Degrees (see Table 29). None of the OS-303 or 1087 report having a graduate degree. None of the respondents report having a specialist or Ph.D. or equivalent degree (review Tables 22 and 23).

Responses to Method of Drafting or Writing Correspondence are addressed in Table 30 by Occupational Series data. The methodology of choice used by most the respondents for their personal drafting or writing of AF correspondence is Word or Text processor. Dictation is used less than 21 percent of the time by all members of the occupational series members. Both longhand and the typewriter are used up to 41 percent to 60 percent of the time by the majority

TABLE 22

HIGHEST LEVEL OF EDUCATION COMPLETED
(JOB STRUCTURE)

	RECORDS MGT	INFO MGT	PUBS & FORMS MGT	REPRO SPECS	PRTG SPECS	CONTRACT ADMIN	OAS MGRS
	CLUSTER (STG15, N=111)	CLUSTER (STG27, N=122)	CLUSTER (STG18, N=101)	(STG63, N=6)	(STG81, N=12)	(STG46, N=10)	(STG83, N=6)
HIGH SCHOOL	46%	43%	61%	100%	92%	40%	50%
ASSOCIATE DEGREE	19%	17%	12%	-	-	30%	33%
UNDERGRADUATE							
BACHELOR'S DEGREE	2%	8%	6%	-	-	-	-
BACHELOR'S DEGREE PLUS BUT NO MASTER'S	14%	12%	7%	-	-	20%	-
MASTER'S DEGREE	3%	2%	2%	-	-	-	17%
MASTER'S DEGREE PLUS ADDITIONAL COURSE WORK	1%	3%	1%	-	-	-	-
SPECIALIST'S DEGREE	-	-	-	-	-	-	-
Ph.D. OR EQUIVALENT	-	-	-	-	-	-	-

- Indicates less than 1 percent or no response

NOTE: Columns may not add to 100 percent due to rounding

TABLE 23

HIGHEST LEVEL OF EDUCATION COMPLETED
(OCCUPATIONAL SERIES)

	OS-301 (N=17)	OS-303 (N=7)	OS-342 (N=34)	OS-343 (N=119)	OS-344 (N=155)	OS-1082 (N=15)	OS-1087 (N=8)	OS-1654 (N=50)	OS- 2003/ 2005 (N=10)
	MISC	MISC	SPT	MGT	MGT	WRITE	EDITORIAL	PRTG	SUPPLY
	ADMIN	CLK &	SVCS	MGT	CLERICAL	& EDIT	ASST	MGT	PRGM
	PRGM	ASST	ADMIN	ANALY	& ASST				TECHN
HIGH SCHOOL	59%	86%	32%	49%	52%	47%	75%	62%	40%
ASSOCIATE DEGREE	12%	-	18%	12%	18%	13%	13%	18%	30%
UNDERGRADUATE BACHELOR'S DEGREE	12%	-	12%	8%	3%	13%	-	2%	-
BACHELOR'S DEGREE PLUS BUT NO MASTER'S	12%	-	24%	11%	10%	7%	-	4%	20%
MASTER'S DEGREE	-	-	-	4%	2%	-	-	-	-
MASTER'S DEGREE PLUS	-	-	6%	2%	-	7%	-	2%	-
ADDITIONAL COURSE WORK	-	-	-	-	-	-	-	-	-
SPECIALIST'S DEGREE	-	-	-	-	-	-	-	-	-
Ph.D. OR EQUIVALENT	-	-	-	-	-	-	-	-	-

- Indicates less than 1 percent or no response

NOTE: Columns may not add to 100 percent due to rounding or no response

TABLE 24

MAJOR OR AREA OF CONCENTRATION OF ASSOCIATE DEGREE OR EQUIVALENT CERTIFICATE
(JOB STRUCTURE)

	RECORDS MGT	INFO MGT	PUBS & FORMS MGT	REPRO SPECS (STG63, N=6)	PRTG SPECS (STG81, N=12)	CONTRACT ADMIN SPECS (STG46, N=10)	OAS MGRS (STG83, N=6)
OFFICE MANAGEMENT	8%	9%	4%	-	-	10%	33%
BUSINESS ADMINISTRATION	21%	23%	18%	-	-	30%	17%
LEGAL SERVICES	1%	1%	-	-	-	-	-
COMPUTER/SYSTEMS MANAGEMENT	3%	3%	2%	-	-	-	-
DATA PROCESSING	3%	2%	-	-	-	10%	-
PROGRAMMING	-	2%	-	-	-	-	-
NO ASSOCIATE DEGREE OR EQUIVALENT CERTIFICATE	68%	60%	75%	100%	92%	70%	50%

NOTE: Columns may not add to 100 percent due to rounding

- Indicates less than 1 percent or no response

TABLE 25

MAJOR OR AREA OF CONCENTRATION OF ASSOCIATE DEGREE OR EQUIVALENT CERTIFICATE
(OCCUPATIONAL SERIES)

	OS-301 (N=17)	OS-303 (N=7)	OS-342 (N=34)	OS-343 (N=119)	OS-344 (N=155)	OS-1082 (N=15)	OS-1087 (N=8)	OS-1654 (N=50)	OS- 2003/ 2005 (N=10)
	MISC	MISC	SPT	MGT	MGT	WRITE & EDIT	EDITORIAL ASST	PRIC MGT	SUPPLY
	ADMIN	CLK & ASST	SVCS ADMIN	ANALY	CLERICAL & ASST				PRGM
	PRGM								TECHN
OFFICE MANAGEMENT	6%	-	12%	5%	8%	7%	-	4%	10%
BUSINESS ADMINISTRATION	18%	-	32%	19%	19%	20%	13%	10%	30%
LEGAL SERVICES	-	-	-	-	1%	-	-	-	-
COMPUTER/SYSTEMS MANAGEMENT	6%	-	-	3%	3%	-	-	-	20%
DATA PROCESSING	-	-	3%	2%	2%	-	-	-	-
PROGRAMMING	-	-	3%	-	-	-	-	-	10%
NO ASSOCIATE DEGREE OR EQUIVALENT CERTIFICATE	65%	86%	44%	74%	71%	67%	88%	72%	60%

- Indicates less than 1 percent or no response

NOTE: Columns may not add to 100 percent due to rounding

TABLE 26

MAJOR OR AREA OF CONCENTRATION OF UNDERGRADUATE DEGREE
(JOB STRUCTURE)

	RECORDS MGT	INFO MGT	PUBS & FORMS MGT	REPRO SPECS (STG63, N=6)	PRTG SPECS (STG81, N=12)	CONTRACT ADMIN SPECS (STG46, N=10)	OAS MGRS (STG83, N=6)
BUSINESS OR MANAGEMENT	16%	21%	8%	-	-	20%	17%
COMPUTER SCIENCE	2%	2%	-	-	-	-	-
ECONOMICS	1%	3%	-	-	-	10%	-
EDUCATION	4%	6%	3%	-	-	-	-
ENGINEERING	2%	-	-	-	-	-	-
FINE ARTS	1%	-	2%	-	-	-	-
HUMANITIES	1%	4%	2%	-	-	-	17%
INFORMATION MANAGEMENT	4%	5%	4%	-	-	-	-
MATHEMATICS	-	1%	-	-	-	-	-
MILITARY SCIENCE	1%	1%	-	-	-	-	-
SOCIAL SCIENCE	5%	7%	2%	-	-	20%	-
OTHER SCIENCES	-	2%	1%	-	-	-	-
NO UNDERGRADUATE DEGREE	76%	65%	78%	100%	92%	70%	67%

NOTE: Columns may not add to 100 percent due to rounding

- Indicates less than 1 percent or no response

TABLE 27

MAJOR OR AREA OF CONCENTRATION OF UNDERGRADUATE DEGREE
(OCCUPATIONAL SERIES)

	OS-301 (N=17)	OS-303 (N=7)	OS-342 (N=34)	OS-343 (N=119)	OS-344 (N=155)	OS-1082 (N=15)	OS-1087 (N=8)	OS-1654 (N=50)	OS- 2003/ 2005 (N=10) SUPPLY PRGH TECHN
	MISC	MISC	SPT	MGT	MGT	WRITE & EDIT	EDITORIAL ASST	PRTG MGT	
	ADMN	CLK &	SVCS	ANALY	CLERICAL & ASST				
	PRGH	ASST	ADMIN						
BUSINESS OR MANAGEMENT	18%	-	29%	18%	10%	7%	-	6%	30%
COMPUTER SCIENCE	6%	-	-	1%	1%	-	-	-	10%
ECONOMICS	-	-	3%	3%	-	-	-	-	10%
EDUCATION	-	-	3%	5%	3%	-	-	6%	-
ENGINEERING	-	-	-	1%	1%	-	-	-	-
FINE ARTS	-	-	-	2%	1%	-	-	-	-
HUMANITIES	6%	-	-	4%	2%	-	-	-	-
INFORMATION MANAGEMENT	12%	-	3%	4%	3%	-	-	-	-
MATHEMATICS	-	-	3%	-	-	-	-	-	-
MILITARY SCIENCE	-	-	-	2%	-	-	-	-	-
SOCIAL SCIENCE	-	-	15%	3%	5%	7%	-	-	20%
OTHER SCIENCES	-	-	3%	1%	1%	-	-	2%	-
NO UNDERGRADUATE DEGREE	65%	100%	56%	71%	79%	73%	100%	76%	60%

- Indicates less than 1 percent or no response

NOTE: Columns may not add to 100 percent due to rounding

TABLE 28

MAJOR OR AREA OF CONCENTRATION OF GRADUATE DEGREE
(JOB STRUCTURE)

	RECORDS MGT	INFO MGT	PUBS & FORMS MGT	REPRO SPECS (STG63, N=6)	PRTG SPECS (STG81, N=12)	CONTRACT ADMIN SPECS (STG46, N=10)	OAS MGRS (STG83, N=6)
ACCOUNTING AND FINANCE	1%	2%	1%	-	-	-	-
BUSINESS, MANAGEMENT, OR ORGANIZATIONAL DEVELOPMENT	10%	16%	6%	-	-	30%	17%
COMMUNICATIONS	2%	3%	2%	-	-	-	-
COMPUTER SCIENCE	2%	2%	1%	-	-	-	-
EDUCATION	2%	2%	1%	-	-	-	-
ENGINEERING	-	-	-	-	-	-	-
ENGLISH	4%	4%	1%	-	-	-	-
FINE ARTS	-	1%	1%	-	-	-	-
GUIDANCE AND COUNSELING	-	1%	3%	-	-	-	-
HISTORY	4%	-	1%	-	-	-	-
INDUSTRIAL ENGINEERING	-	1%	-	-	-	-	-
INFORMATION MANAGEMENT	2%	4%	2%	-	-	-	-
INTERNATIONAL RELATIONS	-	1%	-	-	-	-	-
JOURNALISM	-	1%	3%	-	-	-	-
LIBRARY SCIENCES	-	-	-	-	-	-	17%
MATHEMATICS	1%	-	-	-	-	-	-
POLITICAL SCIENCES	2%	1%	-	-	-	-	-
PSYCHOLOGY	1%	2%	1%	-	-	-	-
PUBLIC ADMINISTRATION	3%	3%	2%	-	-	10%	-
SOCIOLOGY	3%	4%	1%	-	-	-	-
NO GRADUATE DEGREE	86%	60%	91%	100%	92%	90%	83%

NOTE: Columns may not add to 100 percent due to rounding

- Indicates less than 1 percent or no response

TABLE 29

MAJOR OR AREA OF CONCENTRATION OF GRADUATE DEGREE
(OCCUPATIONAL SERIES)

	OS-301 (N=17)	OS-303 (N=7)	OS-342 (N=34)	OS-343 (N=119)	OS-344 (N=155)	OS-1082 (N=15)	OS-1087 (N=8)	OS-1654 (N=50)	OS- 2003/ 2005 (N=10)
	MISC	MISC	SPT	MGT	CLERICAL & ASST	WRITE & EDIT	EDITORIAL ASST	PRTG MGT	SUPPLY PRGM TECHN
	ADMIN PRGM	CLK & ASST	SVCS ADMIN	ANALY					
ACCOUNTING AND FINANCE	6%	-	-	2%	1%	-	-	-	-
BUSINESS, MANAGEMENT, OR ORGANIZATIONAL DEVELOPMENT	6%	-	12%	9%	9%	7%	-	12%	20%
COMMUNICATIONS	6%	-	-	3%	1%	-	-	2%	-
COMPUTER SCIENCE	-	-	-	2%	2%	-	-	-	10%
EDUCATION	-	-	3%	3%	1%	-	-	-	-
ENGINEERING	-	-	-	-	-	-	-	-	-
ENGLISH	-	-	-	4%	1%	7%	-	-	-
FINE ARTS	-	-	-	2%	-	-	-	-	-
GUIDANCE AND COUNSELING	-	-	-	-	1%	7%	-	-	-
HISTORY	-	-	-	2%	2%	-	-	-	-
INDUSTRIAL ENGINEERING	-	-	3%	-	-	-	-	-	-
INFORMATION MANAGEMENT	6%	-	-	3%	1%	-	-	2%	-
INTERNATIONAL RELATIONS	-	-	-	-	-	-	-	-	-
JOURNALISM	6%	-	-	-	1%	13%	-	2%	-
LIBRARY SCIENCES	-	-	-	1%	-	-	-	-	-
MATHEMATICS	-	-	-	-	1%	-	-	-	-
POLITICAL SCIENCES	-	-	-	-	1%	-	-	-	-
PSYCHOLOGY	-	-	-	2%	2%	-	-	-	-
PUBLIC ADMINISTRATION	6%	-	3%	1%	2%	-	-	4%	-
SOCIOLOGY	-	-	9%	-	3%	-	-	2%	-
NO GRADUATE DEGREE	88%	100%	76%	87%	89%	93%	100%	88%	90%

NOTE: Columns may not add to 100 percent due to rounding

- Indicates less than 1 percent or no response

TABLE 30

METHOD OF DRAFTING OR WRITING CORRESPONDENCE
By Occupational Series

METHOD	OS-2003/2005 (N=10)									
	OS-301 (N=17)	OS-303 (N=7)	OS-342 (N=34)	OS-343 (N=119)	OS-344 (N=155)	OS-1082 (N=15)	OS-1087 (N=8)	OS-1654 (N=50)	SUPPLY PRGM TECHN	
	MISC ADMIN PRGM	MISC CLK & ASST	SPT SVCS ADMIN	MGT ANALY	MGT CLERICAL & ASST	WRITE & EDIT	EDITORIAL ASST	PRTG MGT		
DICTATION										
1-20 percent	100%	86%	94%	92%	90%	80%	100%	90%	100%	
21-40 percent	0%	0%	3%	2%	0%	0%	0%	0%	0%	
41-60 percent	0%	0%	0%	0%	0%	0%	0%	0%	0%	
61-80 percent	0%	0%	0%	0%	0%	0%	0%	0%	0%	
81-100 percent	0%	0%	0%	0%	0%	0%	0%	0%	0%	
LONGHAND										
1-20 percent	47%	43%	50%	51%	39%	73%	75%	24%	50%	
21-40 percent	18%	43%	3%	15%	10%	7%	0%	14%	10%	
41-60 percent	0%	14%	12%	10%	13%	7%	25%	10%	0%	
61-80 percent	6%	0%	18%	8%	10%	0%	0%	18%	0%	
81-100 percent	29%	0%	15%	15%	25%	7%	0%	30%	40%	
TYPEWRITER										
1-20 percent	59%	71%	68%	80%	53%	47%	88%	50%	60%	
21-40 percent	18%	0%	12%	8%	14%	27%	0%	12%	0%	
41-60 percent	12%	14%	12%	5%	12%	7%	13%	16%	20%	
61-80 percent	0%	0%	6%	1%	7%	0%	0%	8%	10%	
81-100 percent	12%	14%	0%	4%	13%	7%	0%	12%	10%	

TABLE 30 (CONTINUED)

METHOD OF DRAFTING OR WRITING CORRESPONDENCE*
By Occupational Series

METHOD	OS-2003/2005 (N=10)									
	OS-301 (N=17)	OS-303 (N=7)	OS-342 (N=34)	OS-343 (N=119)	OS-344 (N=155)	OS-1082 (N=15)	OS-1087 (N=8)	OS-1654 (N=50)	SUPPLY PRGM TECHN	
	MISC ADMIN PRGM	MISC CLK & ASST	SPT SVCS ADMIN	MGT ANALY	MGT CLERICAL & ASST	WRITE & EDIT	EDITORIAL ASST	PRTG MGT		
WORD OR TEXT PROCESSOR (COMPUTER)										
1-20 percent	35%	29%	26%	11%	29%	0%	38%	56%	30%	
21-40 percent	12%	0%	15%	6%	8%	0%	0%	8%	10%	
41-60 percent	6%	14%	12%	11%	11%	13%	25%	8%	0%	
61-80 percent	12%	43%	12%	18%	19%	20%	13%	14%	0%	
81-100 percent	35%	0%	32%	54%	33%	67%	25%	10%	60%	
OTHER EQUIPMENT										
1-20 percent	59%	57%	68%	69%	63%	60%	50%	64%	50%	
21-40 percent	0%	0%	0%	0%	2%	0%	0%	6%	0%	
41-60 percent	0%	0%	0%	0%	1%	0%	13%	0%	0%	
61-80 percent	0%	0%	3%	0%	1%	0%	0%	0%	0%	
81-100 percent	0%	0%	0%	1%	1%	7%	0%	2%	0%	

* Columns may not add to 100 percent due to rounding or no response

of the members of the series groups. Training Managers and Air Staff managers should review these data as input for future Civilian Information Management Career Program (IMCP) training decisions.

Appendixes C1 through C9 present comprehensive data, by occupational series, on required knowledge level, experience level, and job necessity of, and therefore the subsequent impact on administrative technology, office automation, and information systems technology of Information Management personnel. The data are presented by the agree factor only. The responses indicate that in the majority of the technical areas especially, members perceive having more thorough knowledge and experience in some of the areas and equipment than that which appear to be necessary by job requirements. Since only the agree factor is presented in Appendix C, the three factor responses included in the survey instrument are included in the Extract. Air Staff and Training Managers should thoroughly review this information as future training references for equipment areas or specified equipment and technology required by Information Management personnel.

WRITE-IN COMMENTS

Individuals are encouraged to add additional information about their jobs or training at the end of the survey instrument. This includes duties that are performed or equipment used on the job, as well as suggestions for training that were not included in the Job Inventory.

If there are problems, the survey respondents are usually quite free with write-in comments indicating real or perceived concerns. One hundred and one write-in comments were received from the 420 Information Management respondents.

A sample of some of the comments are:

"The survey is too lengthy...If it were smaller, more people would be inclined to complete it and it would not take two hours to complete."

"I would love to believe the statement in the Col's letter that the responses from the survey would "impact my career". Over a 10 year period, solely in Admin, and after numerous questionnaires, I have yet to see a change in Admin."

Several members listed equipment used on their jobs which was not included in the appropriate background section; such as, IBM typewriter, television, videotape, audiovisual, and radio.

The majority of the members clarified the number of credit hours they had earned or added additional major or area of concentration of their associate, bachelor's, or graduate degree which had not been included in the appropriate background section.

Associate Degree: Accounting, Applied Science, Graphic Arts, General Business & Management, Liberal Arts, Printing & Production Management, and Safety Engineering.

Bachelor's Degree: Communications & Public Relations, Economics/Math, English, Industry and Technology, Sociology, and Public Administration.

Graduate Degree: General Administration/Management Information Systems (MGA/MIS) and Public Administration.

IMPLICATIONS

This occupational survey was the result of a request by SAF/AAI for a readministration of the occupational survey administered from December 1986 through June 1987. At that time, the survey return rate for civilian participants was 22 percent, which did not present SAF/AAI with sufficient data on which to assist Air Staff in formulating future Civilian Information Management Career Program (IMCP) decisions. The present usable return rate is 30 percent higher than the return rate of the previously administered survey.

This occupational survey was accomplished to assess Job Satisfaction, Impact of Knowledge and Experience required for Administration Technology, Office Automation, and Information Systems Technology, Education Level, Relationship of Current Tasks Performed by Personnel in the Targeted Occupational Series to the Career Progression Patterns of the IMCP, and Future Training Implications. Respondents who participated in this survey were in paygrades GS-7 and above and only in the 11XX functional account code (FAC).

In the final analysis of the tasks performed by the members of the targeted occupational series, corresponding paygrade groups, and selected background information, the data indicate that Information Management personnel perform many diverse functions. The occupational series appears to be extremely compatible since the majority of the personnel also perform many similar tasks. General Administrative tasks are the most consistent tasks performed across the Job Structure and Occupational Series Groups which account for 37 percent to 48 percent of the survey respondents' job time. Tasks performed by the survey respondents show close similarity to those described in the current classification standards for each of the targeted occupational series.

Air Staff, Training Managers, IMCP personnel, and SAF/AAI staff should use the data included in the occupational survey report, tables, appendixes, and extract to full advantage in formulating future training decisions. The data are indicative of the general attitudes of the personnel and accurately describe the duties and tasks performed by the 420 respondents included in the survey sample. Some of the findings which should be considered for training implications are:

- The members included in the Job Structure analysis perform common tasks which, by their commonality, create the three larger clusters. Variations within each of the clusters indicate diversity within the jobs themselves. Although the four independent job groups perform some similar tasks to the three cluster groups, each perform tasks, sometimes in a more technical manner, which are distinctly different from the members included in the major cluster jobs.

- The analysis of the Job Groups and the individual Occupational Series Groups indicates that members perform many diverse functions; however, they also perform a large number of tasks in common. General administrative tasks are the most consistent tasks performed across the groups. Job Structure and Occupational Series analysis data indicate that a definite similarity exists between the tasks performed and the classification descriptions* and therefore the theoretical career progressions for each of the occupational series represented in the survey.

- Job descriptions are included for both the Job Structure and Occupational Series groups. Similarity and differences between paygrade groups and within Occupational Series and Job Structure Groups are also presented in tables and appendixes included in the OSR. These descriptions provide the tasks, percent members performing each task, and the relative measure of how much time is spent on that task.

- An in-depth analysis of the targeted occupational series, corresponding paygrade groups, and selected background differences in tasks performed and time spent on duties indicates both the diversity of the various series and the similarity of some of the tasks performed among the survey respondents. The respondents in OS-345 (three) and OS-341 (two) are not included in the occupational series statistical data because of the low number of respondents. Members of OS-2003 (four) and OS-2005 (six) were combined to have a sufficient size sample for analysis of these series. No responses were received from members in OS-2010, Inventory Management.

- Job satisfaction indicators are relatively high. The Information Management personnel believe their jobs are interesting, and they appear satisfied with the sense of accomplishment gained from their work. They also perceive that their current jobs utilize their talents. Interesting to note, however, in contrast to the positive job satisfaction indicators, 44 percent of the survey respondents report receiving no AF technical training, and of those who have received training, only 38 percent believe that training is being utilized.

- The major area of concentration of the 101 survey respondents holding associate degree or certificates, undergraduate, or graduate degrees is concentrated in Business and Management, Information Management, Social Sciences, Computer Management Systems, and Data Processing. None of the respondents report having a specialist or Ph.D. or equivalent.

- The methodology most used by the respondents to prepare personal AF correspondence is word or text processor (computers). Typewriters and long-hand, respectively, are also being used to some extent.

- The responses to the required knowledge level, experience level, and job necessity of, and thereby subsequent impact on administrative technology, office automation, and information systems technology (particularly in a large percent of the technical areas) indicate that the respondents appear to have more perceived personal knowledge and experience in some of the areas and equipment than that which may be necessary for their specific job requirements.

* Handbook of Occupational Group and Series; U.S. Office of Personnel Management (August 1989) and Civilian Personnel Position Descriptions of Targeted Occupational Series

APPENDIX A

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

APPENDIX A1

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Records Management Cluster	PERCENT OF SAMPLE: 26%
GROUP SIZE: 111	AVERAGE GRADE: GS-08 (33%)
AVERAGE TIME IN PRESENT JOB: 54 months	AVERAGE NUMBER OF TASKS PERFORMED: 87
AVERAGE TIME IN SERIES: 76 months	SUPERVISE: 52%
AVERAGE TIME IN FEDERAL SERVICE: 111 months	
MOST COMMON OCCUPATIONAL SERIES: 344 (59%)	

TASKS	PERCENT MEMBERS PERFORMING
A7 Answer telephones	98
J590 Advise records managers, functional area records managers (FARM), or clerks on records management	89
J597 Brief personnel on Freedom of Information Act (FOIA) procedures	89
J598 Brief personnel on Privacy Act procedures	89
J619 Process requests to release information and compute fees	86
J623 Review publications or forms for compliance with FOIA or Privacy Act	86
J613 Perform records management surveys for offices of record	84
A59 Draft or approve AF Forms 80 (Files Maintenance and Disposition Plan)	82
A6 Answer inquiries about administrative programs or functions	82
J599 Compile or analyze records management reports	81
A67 Draft, edit, or sign memoranda for record	80
A36 Coordinate with base or functional area records managers on files maintenance or disposition plans	79
A34 Coordinate correspondence with other agencies	79
D334 Plan or conduct records management training	78
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	78
J609 Evaluate FARM procedures	77
J616 Prepare records for staging areas or records centers	77
A139 Review or code documents for filing	77
J622 Retrieve or research documents in staging areas or records centers pamphlets, changes, or supplements	76
A140 Review or make disposition of unit or organization records management holdings or prepare shipping documents	75
A80 Hand-carry communications or short suspense items	72
D325 Plan or conduct freedom of information (FOIA) training	70
J594 Approve or disapprove requests for records storage or retrieval equipment or system	70

APPENDIX A2

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Records Management Assistants	PERCENT OF SAMPLE: .02
GROUP SIZE: 9	AVERAGE GRADE: GS-07 (44%)
AVERAGE TIME IN PRESENT JOB: 45 months	AVERAGE NUMBER OF TASKS PERFORMED: 28
AVERAGE TIME IN SERIES: 70 months	SUPERVISE: None
AVERAGE TIME IN FEDERAL SERVICE: 226 months	
MOST COMMON OCCUPATIONAL SERIES: 343 & 344 (44% each)	

TASKS	PERCENT MEMBERS PERFORMING
J618 Process FOIA requests	100
J619 Process requests to release information and compute fees under FOIA	100
J597 Brief personnel on Freedom of Information Act (FOIA) procedures	100
A7 Answer telephones	100
J598 Brief personnel on Privacy Act procedures	100
J623 Review publications or forms for compliance with FOIA or Privacy Act	89
J604 Develop procedures for complying with FOIA or Privacy Act regulations	78
A34 Coordinate correspondence with other agencies	78
A80 Hand-carry communications or short suspense items	78
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	67
A6 Answer inquiries about administrative programs or functions	67
A18 Assign or monitor suspense controls for communications	67
J606 Develop, coordinate, or issue schedule of public fees or charges for searching, certifying, or copying records	56
A67 Draft, edit, or sign memoranda for record	56
B249 Prepare "user" instructions for special AF programs, such as FOIA, Privacy Act, and FW&A requests	56
A69 Draft, edit, or sign short note replies	56
D325 Plan or conduct freedom of information (FOIA) training	56
A102 Perform area lock up procedures	56
A20 Attend briefings	56
A126 Prepare correspondence or reports for senior officer's signature	44
A57 Draft form letters	44
A136 Redirect improperly addressed distribution	44
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	44
D332 Plan or conduct privacy act (PA) training	44

APPENDIX A3

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Records Clerical Assistants	PERCENT OF SAMPLE: .01
GROUP SIZE: 6	AVERAGE GRADE: GS-07 (67%)
AVERAGE TIME IN PRESENT JOB: 16 months	AVERAGE NUMBER OF TASKS PERFORMED: 30
AVERAGE TIME IN SERIES: 20 months	SUPERVISE: None
AVERAGE TIME IN FEDERAL SERVICE: 174 months	
MOST COMMON OCCUPATIONAL SERIES: 344 (67%)	

TASKS	PERCENT MEMBERS PERFORMING
A59 Draft or approve AF Forms 80 (Files Maintenance and Disposition Plan)	100
A7 Answer telephones	100
J613 Perform records management surveys for offices of record	83
A36 Coordinate with base or functional area records managers on files maintenance or disposition plans	83
D334 Plan or conduct records management training	83
D304 Conduct classroom instruction, seminars, classroom group discussions, or role playing scenarios	83
A69 Draft, edit, or sign short note replies	67
J618 Process FOIA requests	67
J619 Process requests to release information and compute fees under FOIA	67
A6 Answer inquiries about administrative programs or functions	67
A139 Review or code documents for filing	67
J609 Evaluate FARM procedures	50
D307 Design or develop training aids	50
A137 Reserve meeting rooms or auditoriums for meetings or conferences	50
D305 Conduct research for update or revision of administration training	50
J599 Compile or analyze records management reports	50
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	50
A20 Attend briefings	50
A67 Draft, edit, or sign memoranda for record	50
D325 Plan or conduct freedom of information (FOIA) training	50
A136 Redirect improperly addressed distribution	50
J597 Brief personnel on Freedom of Information Act (FOIA) procedures	50
J602 Destroy records	50

APPENDIX A4

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Records Managers	PERCENT OF SAMPLE: 20%
GROUP SIZE: 82	AVERAGE GRADE: GS-08 (43%)
AVERAGE TIME IN PRESENT JOB: 61 months	AVERAGE NUMBER OF TASKS
AVERAGE TIME IN SERIES: 84 months	PERFORMED: 103
AVERAGE TIME IN FEDERAL SERVICE: 190 months	SUPERVISE: 61%
MOST COMMON OCCUPATIONAL SERIES: 344 (63%)	

TASKS	PERCENT MEMBERS PERFORMING
J590 Advise records managers, functional area records managers (FARM), or clerks on records management	99
A7 Answer telephones	99
A59 Draft or approve AF Forms 80 (Files Maintenance and Disposition Plan)	96
J613 Perform records management surveys for offices of record	95
J597 Brief personnel on Freedom of Information Act (FOIA) procedures	95
J598 Brief personnel on Privacy Act procedures	95
J609 Evaluate FARM procedures	94
J623 Review publications or forms for compliance with FOIA or Privacy Act	94
D334 Plan or conduct records management training	93
J616 Prepare records for staging areas or records centers	93
J599 Compile or analyze records management reports	93
A36 Coordinate with base or functional area records managers on files maintenance or disposition plans	91
J618 Process FOIA requests	91
J622 Retrieve or research documents in staging areas or records centers	91
A67 Draft, edit, or sign memoranda for record	91
A139 Review or code documents for filing	90
J619 Process requests to release information and compute fees under FOIA	89
J602 Destroy records	89
A23 Attend staff meetings	89
J594 Approve or disapprove requests for records storage or retrieval equipment or system	89
J617 Prepare, approve, or disapprove recommendations to change records disposition criteria	88
A6 Answer inquiries about administrative programs or functions	87
A140 Review or make disposition of unit or organization records management holdings or prepare shipping documents	87

APPENDIX A5

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Information Management Cluster	PERCENT OF SAMPLE: 29%
GROUP SIZE: 122	AVERAGE GRADE: GS-09 (23%)
AVERAGE TIME IN PRESENT JOB: 62 months	AVERAGE NUMBER OF TASKS
AVERAGE TIME IN SERIES: 85 months	PERFORMED: 124
AVERAGE TIME IN FEDERAL SERVICE: 204 months	SUPERVISORY: 80%
MOST COMMON OCCUPATIONAL SERIES: 343 (27%)	

TASKS	PERCENT MEMBERS PERFORMING
A20 Attend briefings	97
A23 Attend staff meetings	93
A69 Draft, edit, or sign short note replies	92
A6 Answer inquiries about administrative programs or functions	91
A67 Draft, edit, or sign memoranda for record	90
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	89
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	89
A7 Answer telephones	87
A22 Attend professional meetings or workshops	87
A34 Coordinate correspondence with other agencies	83
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	82
A5 Analyze records, reports, charts, graphs, or computer products	80
A99 Participate in staff conferences or attend meetings for supervisor	80
A112 Plan or approve leave schedules	74
A77 Evaluate suggestions	74
A72 Draft, edit, or sign talking, point, or background papers	72
A126 Prepare correspondence or reports for senior officer's signature	71
B191 Counsel personnel on infractions or work performance	71
B262 Research or write civilian position descriptions	70
C299 Review inspection guides, checklists, or reports	70
A50 Develop records, report formats, charts, or graphs	70
B215 Interview or select applicants for civilian positions	70
B272 Review, analyze, or certify civilian time or attendance records	69
B212 Indorse or prepare indorsements for OPR, EPR, or civilian performance and appraisal reports	69

APPENDIX A6

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Plans and Programs Specialists	PERCENT OF SAMPLE: .01
GROUP SIZE: 6	AVERAGE GRADE: GS-9 (50%)
AVERAGE TIME IN PRESENT JOB: 25 months	AVERAGE NUMBER OF TASKS PERFORMED: 72
AVERAGE TIME IN SERIES: 53 months	SUPERVISE: None
AVERAGE TIME IN FEDERAL SERVICE: 210 months	
MOST COMMON OCCUPATIONAL SERIES: 343 (50%)	

TASKS	PERCENT MEMBERS PERFORMING
A7 Answer telephones	100
A6 Answer inquiries about administrative programs or functions	100
A50 Develop records, report formats, charts, or graphs	100
A69 Draft, edit, or sign short note replies	100
A20 Attend briefings	100
A67 Draft, edit, or sign memoranda for record	100
A23 Attend staff meetings	100
A80 Hand-carry communications or short suspense items	100
A90 Monitor or manage administrative manning requirements	83
A46 Develop budget or monitor expenditures, such as protocol, contingency, O&M funds, or NAF	83
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	83
A84 Maintain or issue manpower plans or changes	83
A141 Review or update charts, graphs, visual aids, or work control boards	83
D305 Conduct research for update or revision of administration training	83
N719 Prepare input or reports for productivity programs (e.g., FASCAP, PIF, PEP)	83
A137 Reserve meeting rooms or auditoriums for meetings or conferences	83
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	83
A34 Coordinate correspondence with other agencies	83
A2 Analyze accounts of expenditure of TDY funds	83
A88 Monitor internal controls of resources	67
A18 Assign or monitor suspense controls for communications	67
A85 Maintain or monitor suspense control systems	67
A52 Develop suspense control system	67
A126 Prepare correspondence or reports for senior officer's signature	67

APPENDIX A7

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Administrative Managers	PERCENT OF SAMPLE: .06
GROUP SIZE: 25	AVERAGE GRADE: GS-11 (28%)
AVERAGE TIME IN PRESENT JOB: 44 months	AVERAGE NUMBER OF TASKS PERFORMED: 88
AVERAGE TIME IN SERIES: 68 months	SUPERVISE: 84%
AVERAGE TIME IN FEDERAL SERVICE: 202 months	
MOST COMMON OCCUPATIONAL SERIES: 343 (52%)	

TASKS	PERCENT MEMBERS PERFORMING
A6 Answer inquiries about administrative programs or functions	100
A23 Attend staff meetings	96
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	96
A69 Draft, edit, or sign short note replies	96
A67 Draft, edit, or sign memoranda for record	96
B272 Review, analyze, or certify civilian time or attendance records	96
A20 Attend briefings	96
B215 Interview or select applicants for civilian positions	96
B279 Write annual civilian performance evaluations	92
A7 Answer telephones	92
A34 Coordinate correspondence with other agencies	92
A72 Draft, edit, or sign talking, point, or background papers	92
B212 Indorse or prepare indorsements for OPR, EPR, or civilian performance and appraisal reports	88
A65 Draft, edit, or release electrically transmitted unclassified messages	88
B280 Write civilian performance standards	84
A70 Draft, edit, or sign staff studies or reports	84
B262 Research or write civilian position descriptions	84
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	84
A126 Prepare correspondence or reports for senior officer's signature	80
A112 Plan or approve leave schedules	80
A42 Coordinate with staff agencies or action officers on differences in opinions, proposals, or staff reports	80
A22 Attend professional meetings or workshops	80
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	76

APPENDIX A8

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Plans and Programs Managers	PERCENT OF SAMPLE: .03
GROUP SIZE: 13	AVERAGE GRADE: GS-11 (31%)
AVERAGE TIME IN PRESENT JOB: 56 months	AVERAGE NUMBER OF TASKS
AVERAGE TIME IN SERIES: 67 months	PERFORMED: 132
AVERAGE TIME IN FEDERAL SERVICE: 170 months	SUPERVISORY: 69%
MOST COMMON OCCUPATIONAL SERIES: 343 (54%)	

TASKS	PERCENT MEMBERS PERFORMING
A20 Attend briefings	100
A6 Answer inquiries about administrative programs or functions	100
A23 Attend staff meetings	100
A5 Analyze records, reports, charts, graphs, or computer products	100
A42 Coordinate with staff agencies or action officers on differences in opinions, proposals, or staff reports	100
A22 Attend professional meetings or workshops	100
A72 Draft, edit, or sign talking, point, or background papers	100
A69 Draft, edit, or sign short note replies	100
A70 Draft, edit, or sign staff studies or reports	100
A99 Participate in staff conferences or attend meetings for supervisor	100
N723 Review, approve, or disapprove plans or proposals for changes to administrative functions	92
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	92
A49 Develop plans for organization or reorganization of staff functions or operating procedures	92
K629 Attend product demonstrations or trade fairs to examine new OAS equipment	92
A116 Plan or manage meetings, conferences, or working groups to include agendas, invitations, or follow-up actions	92
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	92
A67 Draft, edit, or sign memoranda for record	92
A68 Draft, edit, or sign minutes of meetings or conferences	92
A7 Answer telephones	92
A25 Conduct administrative systems evaluations or surveys	85
A31 Conduct staff meetings or conferences	85
A3 Analyze computer output management reports	85
A34 Coordinate correspondence with other agencies	85
A4 Analyze data from tests of new equipment or procedures	85

APPENDIX A9

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Support Services Managers	PERCENT OF SAMPLE: .01
GROUP SIZE: 5	AVERAGE GRADE: GS-12 (40%)
AVERAGE TIME IN PRESENT JOB: 51 months	AVERAGE NUMBER OF TASKS PERFORMED: 107
AVERAGE TIME IN SERIES: 70 months	SUPERVISE: 80%
AVERAGE TIME IN FEDERAL SERVICE: 311 months	
MOST COMMON OCCUPATIONAL SERIES: 2003, 2005, 301, 342, & 343 (20% each)	

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M701 Provide input for contract specifications	100
M704 Review contract specifications	100
M692 Monitor quality assurance programs	100
M702 Recommend changes to performance work statements	100
M689 Develop quality assurance surveillance plans	100
B246 Plan or arrange support for contractor personnel	100
A51 Develop scripts for briefings	100
A34 Coordinate correspondence with other agencies	100
A67 Draft, edit, or sign memoranda for record	100
A20 Attend briefings	100
A113 Plan or develop briefings, displays, or shows for visiting groups	100
M703 Reconcile financial expenditures with contracting and accounting and finance offices	100
A99 Participate in staff conferences or attend meetings for supervisor	100
A62 Draft or write responses to complaints	100
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	100
A142 Review publications bulletin	100
A5 Analyze records, reports, charts, graphs, or computer products	100
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	100
I560 Establish or revise PDO procedures	80
M684 Coordinate with base contracting and manpower agencies on contract actions	80
I567 Evaluate operations of publications distribution centers (PDC) or PDO	80
M706 Write statements of work	80
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	80

APPENDIX A10

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Printing & Reprographics Managers PERCENT OF SAMPLE: .06
 GROUP SIZE: 24 AVERAGE GRADE: GS-12 (38%)
 AVERAGE TIME IN PRESENT JOB: 98 months AVERAGE NUMBER OF TASKS
 AVERAGE TIME IN SERIES: 140 months PERFORMED: 97
 AVERAGE TIME IN FEDERAL SERVICE: 270 months SUPERVISE: 91%
 MOST COMMON OCCUPATIONAL SERIES: 1654 (92%)

TASKS	PERCENT MEMBERS PERFORMING
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	100
I527 Analyze performance of printing, duplicating, microform, or copying equipment	96
A20 Attend briefings	96
A12 Approve or disapprove requests for duplication, microform, or printing	92
A7 Answer telephones	92
A22 Attend professional meetings or workshops	92
B191 Counsel personnel on infractions or work performance	92
A77 Evaluate suggestions	92
I570 Evaluate requirements for reprographics equipment other than micrographics equipment	88
A23 Attend staff meetings	88
A67 Draft, edit, or sign memoranda for record	88
I546 Coordinate with OPR on printing requests or requirements	83
A6 Answer inquiries about administrative programs or functions	83
A112 Plan or approve leave schedules	83
A69 Draft, edit, or sign short note replies	83
A5 Analyze records, reports, charts, graphs, or computer products	83
B262 Research or write civilian position descriptions	83
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	79
B279 Write annual civilian performance evaluations	79
B272 Review, analyze, or certify civilian time or attendance records	79
B215 Interview or select applicants for civilian positions	79
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	79
A99 Participate in staff conferences or attend meetings for supervisor	79

APPENDIX A11

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Communications Support Managers	PERCENT OF SAMPLE: .09
GROUP SIZE: 36	AVERAGE GRADE: GS-08 (31%)
AVERAGE TIME IN PRESENT JOB: 69 months	AVERAGE NUMBER OF TASKS PERFORMED: 186
AVERAGE TIME IN SERIES: 87 months	SUPERVISE: 100%
AVERAGE TIME IN FEDERAL SERVICE: 199 months	
MOST COMMON OCCUPATIONAL SERIES: 342 (47%)	

TASKS	PERCENT MEMBERS PERFORMING
A23 Attend staff meetings	100
A20 Attend briefings	100
A6 Answer inquiries about administrative programs or functions	94
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	94
A69 Draft, edit, or sign short note replies	94
A7 Answer telephones	92
A112 Plan or approve leave schedules	92
A34 Coordinate correspondence with other agencies	92
A22 Attend professional meetings or workshops	92
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	92
H444 Analyze postal problems	89
H499 Interpret administrative orders, policies, or regulations	89
H519 Resolve complaints on administrative communications	89
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	89
A67 Draft, edit, or sign memoranda for record	86
A5 Analyze records, reports, charts, graphs, or computer products	86
H455 Approve, disapprove, or recommend waivers to administrative communications policies	86
A81 Identify equipment in need of repair or replacement	86
B168 Assign additional duties to personnel	86
H454 Approve or disapprove use of express mail	83
B191 Counsel personnel on infractions or work performance	83
A24 Authenticate or supervise publication or distribution of administrative orders	81
C298 Plan or conduct self-inspection programs	81
H496 Evaluate use of postal equipment	81
B173 Certify job proficiency of personnel	81
H502 Investigate postal complaints or incidents	81

APPENDIX A12

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Postal Specialists	PERCENT OF SAMPLE: .01
GROUP SIZE: 6	AVERAGE GRADE: GS-10 (50%)
AVERAGE TIME IN PRESENT JOB: 46 months	AVERAGE NUMBER OF TASKS PERFORMED: 86
AVERAGE TIME IN SERIES: 67 months	SUPERVISE: None
AVERAGE TIME IN FEDERAL SERVICE: 170 months	
MOST COMMON OCCUPATIONAL SERIES: 343, 344, and 301 (33% each)	

TASKS	PERCENT MEMBERS PERFORMING
H515 Provide guidance on postal expenditures	100
H444 Analyze postal problems	100
H500 Interpret postal policies or federal postal regulations	100
H519 Resolve complaints on administrative communications	100
A139 Review or code documents for filing	100
H488 Develop policies or procedures for administrative communications preparation or processing	83
H493 Evaluate budgeting requirements for postal service, such as UPS, Federal Express, or USPS	83
H512 Prepare, analyze, or approve quarterly postal expenditure reports	83
H516 Publicize information concerning mail service	83
H509 Participate in working groups or liaison activities on postal matters or projects	83
A6 Answer inquiries about administrative programs or functions	83
A69 Draft, edit, or sign short note replies	83
D329 Plan or conduct mail management training	83
A77 Evaluate suggestions	83
H447 Answer inquiries dealing with postal supply functions or financing	83
A67 Draft, edit, or sign memoranda for record	83
A34 Coordinate correspondence with other agencies	83
H483 Develop local plans for contingencies, such as emergency postal operations	83
A80 Hand-carry communications or short suspense items	83
A50 Develop records, report formats, charts, or graphs	83
A20 Attend briefings	83
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	83
H497 Identify or assist large volume mailers in resolving official mail-handling problems	67

APPENDIX A13

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Publications & Forms Management Cluster
 GROUP SIZE: 101 PERCENT OF SAMPLE: 24%
 AVERAGE TIME IN PRESENT JOB: 58 months AVERAGE GRADE: GS-07 (50%)
 AVERAGE TIME IN SERIES: 86 months AVERAGE NUMBER OF TASKS
 AVERAGE TIME IN FEDERAL SERVICE: 205 months PERFORMED: 67
 MOST COMMON OCCUPATIONAL SERIES: 344 (49%) SUPERVISE: 50%

TASKS	PERCENT MEMBERS PERFORMING
A7 Answer telephones	89
I533 Assign series or basic numbers to publications or forms	83
I522 Advise personnel on procedures for developing new publications	82
A142 Review publications bulletin	82
I563 Establish policies or systems for the creation, management, or issue of publications or forms	79
I565 Establish procedures to monitor delinquent AF Forms 1382 (Request for Review of Publications and/or Forms)	79
A6 Answer inquiries about administrative programs or functions	78
I523 Advise requestors of changes to publications	76
A12 Approve or disapprove requests for duplication, microform, or printing	75
A23 Attend staff meetings	75
I577 Maintain publications or forms management records	72
A20 Attend briefings	72
I524 Advise requestors of publications availability	71
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	70
A67 Draft, edit, or sign memoranda for record	70
I541 Conduct special reviews of publications	69
A69 Draft, edit, or sign short note replies	69
A77 Evaluate suggestions	69
A10 Approve or disapprove publications or supplements	67
I537 Compile forms or publications indexes	66
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	66
I543 Coordinate publications or forms development with records managers	66
I573 Identify or eliminate duplications in local, command, or AF publications and forms	65
I554 Develop formats for standard publications	65

APPENDIX A14

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Supply Administrators	PERCENT OF SAMPLE: .01
GROUP SIZE: 5	AVERAGE GRADE: GS-07 (40%)
AVERAGE TIME IN PRESENT JOB: 88 months	AVERAGE NUMBER OF TASKS
AVERAGE TIME IN SERIES: 47 months	PERFORMED: 48
AVERAGE TIME IN FEDERAL SERVICE: 232 months	SUPERVISE: None
MOST COMMON OCCUPATIONAL SERIES: 344 (40%)	

TASKS	PERCENT MEMBERS PERFORMING
I560 Establish or revise PDO procedures	100
I567 Evaluate operations of publications distribution centers (PDC) or PDO	100
I563 Establish policies or systems for the creation, management, or issue of publications or forms	100
I550 Determine or request disposition for excess stocks of publications or forms in PDO	100
A142 Review publications bulletin	100
I524 Advise requestors of publications availability	100
A7 Answer telephones	100
A23 Attend staff meetings	100
I575 Implement publishing distribution office system	80
I532 Assign or update customer account representative (CAR) account numbers	80
A6 Answer inquiries about administrative programs or functions	80
I542 Conduct staff assistance visits (SAV)	80
A74 Establish or evaluate requirements for publications	80
A69 Draft, edit, or sign short note replies	80
A5 Analyze records, reports, charts, graphs, or computer products	80
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	80
A20 Attend briefings	80
D333 Plan or conduct publishing distribution office system (PDOS) training	60
I566 Establish requirements for publications or forms	60
A67 Draft, edit, or sign memoranda for record	60
A34 Coordinate correspondence with other agencies	60
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	60
D322 Plan or conduct customer account representative (CAR) training	60
C287 Conduct inventories	60
I572 Identify availability of publications for public distribution	60

APPENDIX A15

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Publications Managers	PERCENT OF SAMPLE: .08
GROUP SIZE: 34	AVERAGE GRADE: GS-07 (50%)
AVERAGE TIME IN PRESENT JOB: 50 months	AVERAGE NUMBER OF TASKS PERFORMED: 106
AVERAGE TIME IN SERIES: 84 months	SUPERVISE: 92%
AVERAGE TIME IN FEDERAL SERVICE: 163 months	
MOST COMMON OCCUPATIONAL SERIES: 344 (68%)	

TASKS	PERCENT MEMBERS PERFORMING
I522 Advise personnel on procedures for developing new publications	100
I565 Establish procedures to monitor delinquent AF Forms 1382 (Request for Review of Publications and/or Forms)	97
A7 Answer telephones	97
A23 Attend staff meetings	97
A20 Attend briefings	97
I563 Establish policies or systems for the creation, management, or issue of publications or forms	94
A6 Answer inquiries about administrative programs or functions	94
I542 Conduct staff assistance visits (SAV)	94
A12 Approve or disapprove requests for duplication, microform, or printing	91
A74 Establish or evaluate requirements for publications	91
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	91
A142 Review publications bulletin	88
A69 Draft, edit, or sign short note replies	88
I523 Advise requesters of changes to publications	85
I524 Advise requesters of publications availability	85
I538 Compile workload data on publications branch	85
I554 Develop formats for standard publications	85
I533 Assign series or basic numbers to publications or forms	85
A57 Draft form letters	85
I577 Maintain publications or forms management records	82
A10 Approve or disapprove publications or supplements	82
I541 Conduct special reviews of publications	82
A77 Evaluate suggestions	82
A112 Plan or approve leave schedules	82
A67 Draft, edit, or sign memoranda for record	82
C298 Plan or conduct self-inspection programs	79

APPENDIX A16

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Forms Specialists	PERCENT OF SAMPLE: .10
GROUP SIZE: 41	AVERAGE GRADE: GS-07 (61%)
AVERAGE TIME IN PRESENT JOB: 57 months	AVERAGE NUMBER OF TASKS
AVERAGE TIME IN SERIES: 90 months	PERFORMED: 24
AVERAGE TIME IN FEDERAL SERVICE: 232 months	SUPERVISE: 26%
MOST COMMON OCCUPATIONAL SERIES: 344 (54%)	

TASKS	PERCENT MEMBERS PERFORMING
I533 Assign series or basic numbers to publications or forms	98
I565 Establish procedures to monitor delinquent AF Forms 1382 (Request for Review of Publications and/or Forms)	98
I577 Maintain publications or forms management records	88
A12 Approve or disapprove requests for duplication, microform, or printing	88
A7 Answer telephones	88
I543 Coordinate publications or forms development with records managers	88
I563 Establish policies or systems for the creation, management, or issue of publications or forms	85
I537 Compile forms or publications indexes	85
I546 Coordinate with OPR on printing requests or requirements	85
A6 Answer inquiries about administrative programs or functions	80
A67 Draft, edit, or sign memoranda for record	80
I573 Identify or eliminate duplications in local, command, or AF publications and forms	78
A142 Review publications bulletin	78
A77 Evaluate suggestions	78
I555 Develop forms	76
I526 Analyze or standardize forms	76
I551 Determine revision schedules of publications or forms	76
I528 Approve or disapprove form requests	71
I523 Advise requesters of changes to publications	71
I522 Advise personnel on procedures for developing new publications	68
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	68
I571 Evaluate, control, or develop computer-generated forms	66
I541 Conduct special reviews of publications	66
A34 Coordinate correspondence with other agencies	66
A23 Attend staff meetings	66

APPENDIX A17

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Editors	PERCENT OF SAMPLE: .02
GROUP SIZE: 9	AVERAGE GRADE: GS-07 (44%)
AVERAGE TIME IN PRESENT JOB: 58 months	AVERAGE NUMBER OF TASKS PERFORMED: 22
AVERAGE TIME IN SERIES: 70 months	SUPERVISE: 11%
AVERAGE TIME IN FEDERAL SERVICE: 223 months	
MOST COMMON OCCUPATIONAL SERIES: 1082 (56%)	

TASKS	PERCENT MEMBERS PERFORMING
I522 Advise personnel on procedures for developing new publications	89
I524 Advise requestors of publications availability	89
I523 Advise requestors of changes to publications	89
I533 Assign series or basic numbers to publications or forms	89
A10 Approve or disapprove publications or supplements	78
A7 Answer telephones	78
I541 Conduct special reviews of publications	78
I554 Develop formats for standard publications	67
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	67
I577 Maintain publications or forms management records	56
I573 Identify or eliminate duplications in local, command, or AF publications and forms	56
I546 Coordinate with OPR on printing requests or requirements	56
I566 Establish requirements for publications or forms	56
A142 Review publications bulletin	56
I547 Coordinate with other agencies on joint publications	44
A147 Sign out materials on temporary loan, such as books, reports, or publications	44
I551 Determine revision schedules of publications or forms	44
I534 Assist OPR with design of decision logic tables	44
A23 Attend staff meetings	44
A20 Attend briefings	44
I537 Compile forms or publications indexes	33
A6 Answer inquiries about administrative programs or functions	33
I565 Establish procedures to monitor delinquent AF Forms 1382 (Request for Review of Publications and/or Forms)	33
I528 Approve or disapprove form requests	33
I531 Arrange for action office or OPR to review higher headquarters publications	33
A74 Establish or evaluate requirements for publications	33
A19 Attend ancillary or collateral training	33

APPENDIX A18

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Reprographics Specialists	PERCENT OF SAMPLE: .01
GROUP SIZE: 6	AVERAGE GRADE: GS-07 (67%)
AVERAGE TIME IN PRESENT JOB: 61 months	AVERAGE NUMBER OF TASKS
AVERAGE TIME IN SERIES: 62 months	PERFORMED: 36
AVERAGE TIME IN FEDERAL SERVICE: 214 months	SUPERVISE: None
MOST COMMON OCCUPATIONAL SERIES: 344 (50%)	

TASKS	PERCENT MEMBERS PERFORMING
A87 Monitor copy machine use	100
I544 Coordinate with bases or organizations on reports of copier use	100
I564 Establish procedures or limitations on use of copiers	100
A6 Answer inquiries about administrative programs or functions	100
D321 Plan or conduct copier machine training	100
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	100
A7 Answer telephones	83
A57 Draft form letters	83
A67 Draft, edit, or sign memoranda for record	83
A77 Evaluate suggestions	83
A81 Identify equipment in need of repair or replacement	67
A71 Draft, edit, or sign standard Air Force letters to organizations within Air Force	67
A86 Maintain production logs	67
C287 Conduct inventories	67
A46 Develop budget or monitor expenditures, such as protocol, contingency, O&M funds, or NAF	50
M705 Write purchase requests	50
A126 Prepare correspondence or reports for senior officer's signature	50
A23 Attend staff meetings	50
A69 Draft, edit, or sign short note replies	50
I527 Analyze performance of printing, duplicating, microform, or copying equipment	50
A62 Draft or write responses to complaints	50
B199 Draft unfunded requirements requests	50
A50 Develop records, report formats, charts, or graphs	50
A72 Draft, edit, or sign talking, point, or background papers	50
I570 Evaluate requirements for reprographics equipment other than micrographics equipment	33
A88 Monitor internal controls of resources	33

APPENDIX A19

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Printing Specialists	PERCENT OF SAMPLE: .02
GROUP SIZE: 12	AVERAGE GRADE: GS-07 (50%)
AVERAGE TIME IN PRESENT JOB: 79 months	AVERAGE NUMBER OF TASKS PERFORMED: 29
AVERAGE TIME IN SERIES: 92 months	SUPERVISE: 8%
AVERAGE TIME IN FEDERAL SERVICE: 191 months	
MOST COMMON OCCUPATIONAL SERIES: 1654 (100%)	

TASKS	PERCENT MEMBERS PERFORMING
A7 Answer telephones	100
I545 Coordinate with contract printers	92
A12 Approve or disapprove requests for duplication, microform, or printing	83
M701 Provide input for contract specifications	83
I587 Prepare requisitions for printing to submit to GPO	75
M704 Review contract specifications	75
I546 Coordinate with OPR on printing requests or requirements	67
M705 Write purchase requests	67
M682 Account for commercial printing funds	67
M694 Notify contracting office of contractor performance	67
I536 Certify invoices for commercial printing	58
A86 Maintain production logs	58
I580 Negotiate disputes with printing contractors or Government Printing Office (GPO)	58
M703 Reconcile financial expenditures with contracting and accounting and finance offices	58
I583 Prepare joint committee on printing (JCP) reports	58
M683 Assess contracting needs	58
I582 Prepare abstracts of publication printing requirements for placement of contracted printing jobs	50
M700 Process customer complaints against contractor performance	50
M691 Monitor contracts for compliance	50
A50 Develop records, report formats, charts, or graphs	50
A6 Answer inquiries about administrative programs or functions	50
A62 Draft or write responses to complaints	50
H450 Approve or disapprove letterhead or memo pad requests	50
A22 Attend professional meetings or workshops	50
I553 Develop cost estimates for individual contracts	42
I589 Review contracted proofs for publications	42

APPENDIX A20

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Contract Administration Specialists
 GROUP SIZE: 10 PERCENT OF SAMPLE: .02
 AVERAGE TIME IN PRESENT JOB: 39 months AVERAGE GRADE: GS-07 (90%)
 AVERAGE TIME IN SERIES: 73 months AVERAGE NUMBER OF TASKS
 AVERAGE TIME IN FEDERAL SERVICE: 176 months PERFORMED: 57
 MOST COMMON OCCUPATIONAL SERIES: 344 (40%) SUPERVISE: 20%

TASKS	PERCENT MEMBERS PERFORMING
M694 Notify contracting office of contractor performance	100
M689 Develop quality assurance surveillance plans	100
M692 Monitor quality assurance programs	100
M700 Process customer complaints against contractor performance	100
M699 Prepare contractor discrepancy reports	100
M691 Monitor contracts for compliance	90
M690 Maintain contractor performance files	90
M702 Recommend changes to performance work statements	90
M688 Develop or maintain customer complaint program	90
M698 Perform statistical sampling of contractor work	90
M701 Provide input for contract specifications	80
M704 Review contract specifications	80
M684 Coordinate with base contracting and manpower agencies on contract actions	70
M685 Develop contractor performance evaluation data	70
M706 Write statements of work	70
A7 Answer telephones	70
M696 Participate on statement of work review boards or panels	70
M693 Monitor special contracted studies	70
A20 Attend briefings	60
M697 Participate on technical proposal review boards or panels	60
H487 Develop or evaluate distribution systems	60
B234 Monitor unit mail room operations	60
M703 Reconcile financial expenditures with contracting and accounting and finance offices	60
H464 Conduct postal inspections	60
M683 Assess contracting needs	60
I567 Evaluate operations of publications distribution centers (PDC) or PDO	50
A148 Spot-check addresses of outgoing distribution	50
H477 Coordinate with U.S. Postal Service to determine most efficient or cost-effective method of moving the mail	50

APPENDIX A21

REPRESENTATIVE TASKS PERFORMED BY JOB STRUCTURE GROUPS

GROUP TITLE: Office Automated Systems (OAS) Managers
 GROUP SIZE: 6
 AVERAGE TIME IN PRESENT JOB: 25 months
 AVERAGE TIME IN SERIES: 42 months
 AVERAGE TIME IN FEDERAL SERVICE: 201 months
 MOST COMMON OCCUPATIONAL SERIES: 343 (100%)
 PERCENT OF SAMPLE: .01
 AVERAGE GRADE: GS-09 (67%)
 AVERAGE NUMBER OF TASKS PERFORMED: 79
 SUPERVISE: 67%

TASKS	PERCENT MEMBERS PERFORMING
K624 Acquire office automated systems (OAS) support equipment or software	100
A20 Attend briefings	100
A6 Answer inquiries about administrative programs or functions	100
K626 Advise personnel on equipment and furnishings available for office systems	100
K638 Develop information system requirement documents (ISR D)	100
A23 Attend staff meetings	100
A72 Draft, edit, or sign talking, point, or background papers	100
K629 Attend product demonstrations or trade fairs to examine new OAS equipment	100
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	100
A126 Prepare correspondence or reports for senior officer's signature	83
K637 Determine OAS training requirements	83
N710 Develop or provide inputs for strategic plans	83
K635 Coordinate training requirements and equipment specifications with vendor	83
K634 Coordinate maintenance for OAS	83
A25 Conduct administrative systems evaluations or surveys	83
K625 Acquire space for OAS	83
N722 Prepare risk analysis or vulnerability assessments	83
N719 Prepare input or reports for productivity programs (e.g., FASCAP, PIF, PEP)	83
A5 Analyze records, reports, charts, graphs, or computer products	83
A3 Analyze computer output management reports	83
D337 Plan or conduct word-processing operation or other office automation training	67
K632 Conduct or assist in performing OAS surveys or studies	67
K647 Research equipment availability and capability	67

APPENDIX B

REPRESENTATIVE TASKS PERFORMED BY PAYGRADE PERSONNEL
OF SELECTED OCCUPATIONAL SERIES

REPRESENTATIVE TASKS PERFORMED BY PAYGRADE PERSONNEL
OF SELECTED OCCUPATIONAL SERIES

APPENDIX B1

REPRESENTATIVE TASKS THAT DIFFERENTIATE BETWEEN GS-09
AND GS-11 PERSONNEL IN OS-343, MANAGEMENT ANALYSIS

DUTY AREA	AVG PCT TIME SPENT	
	GS-09	GS-11
A. General Administrative Functions	46%	45%
B. Management, Supervision, and Command Functions	7%	11%
I. Publications, Forms, and Reprographics Functions	18%	9%
J. Records Management Functions	14%	14%

TASKS	Percent Members Performing		
	GS-09 (N=48)	GS-11 (N=40)	Sorted Diff.
I571 Evaluate, control, or develop computer-generated forms	38	13	25
I577 Maintain publications or forms management records	33	13	20
A18 Assign or monitor suspense controls for communications	48	30	18
A85 Maintain or monitor suspense control systems	40	23	17
I546 Coordinate with OPR on printing requests or requirements	29	13	16
I555 Develop forms	31	15	16
I533 Assign series or basic numbers to publications or forms (Request for Review of Publications and/or Forms)	33	18	15
I551 Determine revision schedules of publications or forms	25	10	15
A57 Draft form letters	54	40	14
I537 Compile forms or publications indexes	25	13	12
I526 Analyze or standardize forms	27	15	12
I527 Analyze performance of printing, duplicating, microform, or copying equipment	19	8	11
I538 Compile workload data on publications branch	19	8	11
I543 Coordinate publications or forms development with records managers library	31	20	11
I587 Prepare requisitions for printing to submit to GPO organizations within Air Force	10	0	10

APPENDIX B1 (CONTINUED)

TASKS	Percent Members Performing		
	GS-09 (N=48)	GS-11 (N=40)	Sorted Diff.
A78 Evaluate transportation procedures for top secret (TS) materials	0	10	-10
B248 Plan unit special projects, such as special cleanup, community service, or open-house activities	0	10	-10
D338 Plan, conduct, or attend graduation ceremonies	4	15	-11
B216 Interview personnel for military positions	4	20	-16
B192 Counsel personnel on personal problems or indebtedness performance and appraisal reports	6	23	-17
A30 Conduct meetings of administrative support or staff executive officers	6	28	-22
A49 Develop plans for organization or reorganization of staff functions or operating procedures	21	43	-22
A90 Monitor or manage administrative manning requirements	15	38	-23
B210 Gather information on technical subjects	15	38	-23
B191 Counsel personnel on infractions or work performance	17	40	-23
B202 Draft, review, or approve host-tenant support agreements	19	43	-24
J605 Develop records management policies, procedures, or standards for microform storage or retrieval systems	19	43	-24
B281 Write EPRs	8	33	-25
A134 Prepare recommendations to Air Force on approval or disapproval of equipment requests over \$5,000	10	35	-25
A116 Plan or manage meetings, conferences, or working groups to include agendas, invitations, or follow-up actions	25	50	-25
B197 Direct preparation of military or civilian personnel actions	8	35	-27
A128 Prepare mission statements	10	38	-28
A70 Draft, edit, or sign staff studies or reports	38	65	-27
A51 Develop scripts for briefings	33	63	-30
B168 Assign additional duties to personnel	21	50	-29
B279 Write annual civilian performance evaluations	21	50	-29
B280 Write civilian performance standards	23	53	-30
A112 Plan or approve leave schedules	25	55	-30
B160 Approve or disapprove requests for absences from duty (e.g., leaves, passes, etc.)	13	45	-32
B215 Interview or select applicants for civilian positions	21	55	-34
B262 Research or write civilian position descriptions	23	58	-35

REPRESENTATIVE TASKS PERFORMED BY PAYGRADE PERSONNEL
OF SELECTED OCCUPATIONAL SERIES

APPENDIX B2

REPRESENTATIVE TASKS THAT DIFFERENTIATE BETWEEN GS-11
AND GS-12 PERSONNEL IN OS-343, MANAGEMENT ANALYSIS

DUTY AREA	AVG PCT TIME SPENT	
	<u>GS-11</u>	<u>GS-12</u>
A. General Administrative Functions	45%	45%
B. Management, Supervision, and Command Functions	11%	11%
I. Publications, Forms, and Reprographics Functions	8%	10%
J. Records Management Functions	14%	10%

TASKS	Percent Members Performing		
	<u>GS-11</u> (N=40)	<u>GS-12</u> (N=21)	<u>Sorted</u> <u>Diff.</u>
J616 Prepare records for staging areas or records centers	38	0	38
A140 Review or make disposition of unit or organization records management holdings or prepare shipping documents	55	24	31
A80 Hand-carry communications or short suspense items	58	29	29
J604 Develop procedures for complying with FOIA or Privacy Act regulations	45	19	26
A90 Monitor or manage administrative manning requirements	38	14	24
J602 Destroy records	38	14	24
J600 Conduct inventories of staging areas	28	5	23
J598 Brief personnel on Privacy Act procedures	45	24	21
J608 Establish or operate records staging areas	23	5	18
B245 Perform unit resource management duties	15	0	15
J599 Compile or analyze records management reports standards for microform storage or retrieval systems	48	33	15
B249 Prepare "user" instructions for special AF programs, such as FOIA, Privacy Act, and FW&A requests	30	19	11
J611 Evaluate or answer questions on signatory authority or official stamps	15	5	10
A78 Evaluate transportation procedures for top secret (TS) materials	10	0	10
A144 Schedule special duty details	10	0	10

APPENDIX B2 (CONTINUED)

TASKS	Percent Members Performing		
	GS-11 (N=40)	GS-12 (N=21)	Sorted Diff.
J615 Prepare records for silver reclamation processing	10	0	10
I570 Evaluate requirements for reprographics equipment other than micrographics equipment	5	19	-14
I579 Monitor recurring periodical program	5	19	-14
I548 Coordinate with printing contract companies on billing differences	0	14	-14
I583 Prepare joint committee on printing (JCP) reports	0	14	-14
I530 Approve or disapprove requirements for microform service centers	5	24	-19
B211 Implement civilian grade reduction	0	19	-19
A32 Consult with functional OPR for assistance based on complaints data or congressional or executive inquiries	23	43	-20
A124 Prepare answers to complaints submitted to Air Force inspector general (IG)	8	29	-21
A3 Analyze computer output management reports	50	71	-21
A116 Plan or manage meetings, conferences, or working groups to include agendas, invitations, or follow-up actions records	50	71	-21
A15 Arrange speakers or demonstrations on special interest items	20	48	-28
A62 Draft or write responses to complaints	48	76	-28
A113 Plan or develop briefings, displays, or shows for visiting groups	23	52	-29
B258 Quality control civilian appraisals	5	38	-33
A68 Draft, edit, or sign minutes of meetings or conferences	33	67	-34

REPRESENTATIVE TASKS PERFORMED BY PAYGRADE PERSONNEL
OF SELECTED OCCUPATIONAL SERIES

APPENDIX B3

REPRESENTATIVE TASKS THAT DIFFERENTIATE BETWEEN GS-07
AND GS-09 PERSONNEL IN OS-344, MANAGEMENT CLERICAL AND ASSISTANCE

DUTY AREA	AVG PCT TIME SPENT	
	GS-07	GS-08
A. General Administrative Functions	43%	41%
B. Management, Supervision, and Command Functions	8%	10%
D. Training Functions	5%	8%
I. Publications, Forms, and Reprographics Functions	21%	8%
J. Records Management Functions	11%	24%

TASKS	Percent Members Performing		
	GS-07 (N=92)	GS-08 (N=53)	Sorted Diff.
I533 Assign series or basic numbers to publications or forms	41	15	26
I543 Coordinate publications or forms development with records managers	41	17	24
I537 Compile forms or publications indexes	35	11	24
I571 Evaluate, control, or develop computer-generated forms	29	9	20
D305 Conduct research for update or revision of administration training	17	34	-17
D303 Assure preparation of course completion certificates, honor graduate certificates, or letters of proficiency	4	25	-21
D312 Develop student examinations or tests	2	23	-21
D307 Design or develop training aids	34	55	-21
B191 Counsel personnel on infractions or work performance	35	57	-22
D309 Develop lesson or training plans	23	45	-22
J605 Develop records management policies, procedures, or standards for microform storage or retrieval systems	10	38	-28
B249 Prepare "user" instructions for special AF programs, such as FOIA, Privacy Act, and FW&A requests	14	43	-29
B214 Initiate corrective actions based on unit inspection findings	25	55	-30
A140 Review or make disposition of unit or organization records management holdings or prepare shipping documents	34	64	-30

APPENDIX B3 (CONTINUED)

TASKS	Percent Members Performing		
	GS-07 (N=92)	GS-08 (N=50)	Sorted Diff.
J614 Prepare or submit notices for publication in federal register	7	38	-31
B212 Indorse or prepare indorsements for OPR, EPR, or civilian performance and appraisal reports	32	64	-32
B265 Review corrective actions taken on IG inspections, staff assistance visits (SAV), or local inspections	26	60	-34
J592 Analyze or evaluate records to determine "For Official Use Only" designation or markings	18	53	-35
J620 Provide records management guidance to off-base agencies	14	51	-37
A130 Prepare or draft awards or decorations recommendations	23	60	-37
B192 Counsel personnel on personal problems or indebtedness	15	53	-38
J612 Manage destruction facility or equipment	5	51	-46
J597 Brief personnel on Freedom of Information Act (FOIA) procedures	29	75	-46
J600 Conduct inventories of staging areas	17	66	-49
J598 Brief personnel on Privacy Act procedures	28	77	-49
D334 Plan or conduct records management training	22	72	-50
D325 Plan or conduct freedom of information (FOIA) training	20	70	-50
A59 Draft or approve AF Forms 80 (Files Maintenance and Disposition Plan)	40	91	-51
D332 Plan or conduct privacy act (PA) training	17	68	-51
J599 Compile or analyze records management reports	17	70	-53

REPRESENTATIVE TASKS PERFORMED BY PAYGRADE PERSONNEL OF SELECTED OCCUPATIONAL SERIES

APPENDIX B4

REPRESENTATIVE TASKS THAT DIFFERENTIATE BETWEEN GS-07
AND GS-09 PERSONNEL IN OS-1654, PRINTING MANAGEMENT

DUTY AREA	AVG PCT TIME SPENT	
	<u>GS-07</u>	<u>GS-09</u>
A. General Administrative Functions	59%	35%
B. Management, Supervision, and Command Functions	0%	7%
I. Publications, Forms, and Reprographics Functions	23%	36%
M. Contracting Functions	13%	16%

Percent Members Performing		
<u>GS-07</u>	<u>GS-09</u>	<u>Sorted</u>
<u>(N=14)</u>	<u>(N=13)</u>	<u>Diff.</u>

TASKS

I552	Develop contract specifications for microform reproduction services	14	0	14
M703	Reconcile financial expenditures with contracting and accounting and finance offices	36	23	13
A15	Arrange speakers or demonstrations on special interest items	0	15	-15
A25	Conduct administrative systems evaluations or surveys	0	15	-15
A153	Verify certification of security clearance for printing contractors or specify classified procedures	0	15	-15
A154	Verify security clearance levels of staff assistance visits (SAV) or local inspections	0	15	-15
I562	Establish policies or procedures for the management of microform or computer-operated microfiche service ctrs	0	15	-15
I563	Establish policies or systems for the creation, management, or issue of publications or forms	0	15	-15
I569	Evaluate requirements for micrographics equipment or systems	0	15	-15
M706	Write statements of work	0	15	-15
A36	Coordinate with base or functional area records managers on files maintenance or disposition plans pamphlets, changes, or supplements	7	23	-16
I553	Develop cost estimates for individual contracts	14	31	-17
I564	Establish procedures or limitations on use of copiers	14	31	-17
M698	Perform statistical sampling of contractor work	14	31	-17
I576	Implement reprographics automated management systems (RAMS)	21	38	-17

APPENDIX B4 (CONTINUED)

TASKS	Percent Members Performing		
	GS-07 (N=14)	GS-09 (N=13)	Sorted Diff.
M700 Process customer complaints against contractor performance	21	38	-17
I525 Analyze or evaluate performance of printing plant or duplicating centers' operating contractors	0	23	-23
M685 Develop contractor performance evaluation data	0	23	-23
A4 Analyze data from tests of new equipment or procedures copier use	7	31	-24
I574 Implement policies or procedures for conforming to standards of congressional joint committee on printing	14	38	-24
I589 Review contracted proofs for publications	14	38	-24
M691 Monitor contracts for compliance	14	38	-24
I584 Prepare justifications for waivers on printing restrictions to GPO	7	38	-31
I548 Coordinate with printing contract companies on billing differences	14	46	-32
I582 Prepare abstracts of publication printing requirements for placement of contracted printing jobs	14	46	-32
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	29	62	-33
M704 Review contract specifications	29	62	-33
M701 Provide input for contract specifications	36	69	-33
A12 Approve or disapprove requests for duplication, microform, or printing	57	92	-35
I570 Evaluate requirements for reprographics equipment other than micrographics equipment	0	46	-46

REPRESENTATIVE TASKS PERFORMED BY PAYGRADE PERSONNEL
OF SELECTED OCCUPATIONAL SERIES

APPENDIX B5

REPRESENTATIVE TASKS THAT DIFFERENTIATE BETWEEN GS-09
AND GS-11 PERSONNEL IN OS-1654, PRINTING MANAGEMENT

DUTY AREA	AVG PCT TIME SPENT	
	GS-09	GS-11
A. General Administrative Functions	35%	43%
B. Management, Supervision, and Command Functions	7%	15%
I. Publications, Forms, and Reprographics Functions	36%	20%
M. Contracting Functions	16%	13%

TASKS	Percent Members Performing		
	GS-09 (N=13)	GS-11 (N=9)	Sorted Diff.
M694 Notify contracting office of contractor performance	69	22	47
M701 Provide input for contract specifications	69	33	36
M689 Develop quality assurance surveillance plans	31	0	31
I540 Compute amounts of reimbursable printing for financial reports	46	22	24
I582 Prepare abstracts of publication printing requirements for placement of contracted-printing jobs	46	22	24
I587 Prepare requisitions for printing to submit to GPO	77	56	21
M705 Write purchase requests	54	33	21
A4 Analyze data from tests of new equipment or procedures	31	11	20
M698 Perform statistical sampling of contractor work	31	11	20
I580 Negotiate disputes with printing contractors or Government Printing Office (GPO)	62	44	18
I522 Advise personnel on procedures for developing new publications	15	0	15
I543 Coordinate publications or forms development with records managers	15	0	15
I563 Establish policies or systems for the creation, management, or issue of publications or forms	15	0	15
M703 Reconcile financial expenditures with contracting and accounting and finance offices	23	11	12

APPENDIX B5 (CONTINUED)

TASKS		Percent Members Performing		
		GS-09 (N=13)	GS-11 (N=9)	Sorted Diff.
A47	Develop management policies or procedures for operation of centralized administrative facilities	0	11	-11
A61	Draft or edit answers to congressional inquiries classified messages	0	11	-11
A100	Participate on joint interservice study groups (JIRSG)	0	11	-11
A105	Perform interservice coordination	0	11	-11
B178	Conduct manpower analysis studies	0	11	-11
I547	Coordinate with other agencies on joint publications	0	11	-11
I557	Develop plans for, design, or establish in-house microform service centers	0	11	-11
I569	Evaluate requirements for micrographics equipment or systems	0	11	-11
A9	Approve or disapprove administrative budget plans or proposals	15	33	-18
B253	Prepare replies or articles for newspapers and recurring periodicals	0	22	-22
A145	Serve as organization point of contact for agencies, such as IG, AF Audit Agency, or congressional visits	0	22	-22
I552	Develop contract specifications for microform reproduction services FASCAP, PIF, PEP)	0	33	-33
I585	Prepare requests for printing or duplicating equipment	0	33	-33
A3	Analyze computer output management reports	31	67	-36
B210	Gather information on technical subjects	8	44	-36
B269	Review or certify personnel records data	8	44	-36
E360	Prepare, draft, or review accident or incident reports	8	44	-36
M682	Account for commercial printing funds	8	44	-36
A46	Develop budget or monitor expenditures, such as protocol, contingency, O&M funds, or NAF	38	78	-40
B215	Interview or select applicants for civilian positions	15	56	-41
B202	Draft, review, or approve host-tenant support agreements	31	78	-47
A22	Attend professional meetings or workshops	8	56	-48
B262	Research or write civilian position descriptions	38	89	-51
B279	Write annual civilian performance evaluations	15	67	-52
		23	78	-55

REPRESENTATIVE TASKS PERFORMED BY PAYGRADE PERSONNEL
OF SELECTED OCCUPATIONAL SERIES

APPENDIX B6

REPRESENTATIVE TASKS THAT DIFFERENTIATE BETWEEN GS-11
AND GS-12 PERSONNEL IN OS-1654, PRINTING MANAGEMENT

TASKS	AVG PCT TIME SPENT	
	GS-11	GS-12
A. General Administrative Functions	43%	44%
B. Management, Supervision, and Command Functions	15%	18%
I. Publications, Forms, and Reprographics Functions	20%	21%
DUTY AREA		
TASKS	Percent Members Performing	
	GS-11 (N=9)	GS-12 (N=10) Sorted Diff.
A86 Maintain production logs	56	10 46
B278 Visit hospitalized or incarcerated personnel	33	0 33
I536 Certify invoices for commercial printing	67	40 27
I587 Prepare requisitions for printing to submit to GPO	56	30 26
A145 Serve as organization point of contact for agencies, such as IG, AF Audit Agency, or congressional visits	33	10 23
A25 Conduct administrative systems evaluations or surveys	22	0 22
A27 Conduct communication security (COMSEC) education programs	22	0 22
A150 Supervise processing of accountable mail or classified correspondence	22	0 22
I583 Prepare joint committee on printing (JCP) reports signature	67	50 17
I548 Coordinate with printing contract companies on billing differences	44	30 14
B177 Conduct fire prevention programs, including fire drills or fire inspections	22	10 12
I570 Evaluate requirements for reprographics equipment other than micrographics equipment	67	90 -23
B191 Counsel personnel on infractions or work performance	56	80 -24
B272 Review, analyze, or certify civilian time or attendance records	56	80 -24
A99 Participate in staff conferences or attend meetings for supervisor	44	70 -26
A124 Prepare answers to complaints submitted to Air Force inspector general (IG)	22	50 -28

APPENDIX B6 (CONTINUED)

TASKS	Percent Members Performing		
	GS-11 (N=9)	GS-12 (N=10)	Sorted Diff.
B193 Counsel personnel on personnel programs, such as educational benefits, entitlements, or career progression	22	50	-28
A4 Analyze data from tests of new equipment or procedures	11	40	-29
A10 Approve or disapprove publications or supplements	11	40	-29
A51 Develop scripts for briefings	11	40	-29
A61 Draft or edit answers to congressional inquiries	11	40	-29
I568 Evaluate requirements for audiovisual information and graphics	0	30	-30
A20 Attend briefings	67	100	-33
A21 Attend conferences, equipment demonstrations, or company briefings on new equipment	67	100	-33
A5 Analyze records, reports, charts, graphs, or computer products	56	90	-34
A128 Prepare mission statements	33	70	-37
A134 Prepare recommendations to Air Force on approval or disapproval of equipment requests over \$5,000	33	70	-37
B258 Quality control civilian appraisals	22	60	-38
A1 Allocate or coordinate use of office space in buildings or organizations	11	50	-39
A8 Approve expenditures of TDY funds	11	50	-39
A62 Draft or write responses to complaints	44	90	-46
A138 Review or analyze IG complaints or trends	11	60	-49
A58 Draft operating instructions (OI), regulations, manuals, pamphlets, changes, or supplements	33	90	-57
A31 Conduct staff meetings or conferences	22	80	-58
I574 Implement policies or procedures for conforming to standards of congressional joint committee on printing	33	100	-67
B214 Initiate corrective actions based on unit inspection findings	11	80	-69

APPENDIX C

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN
ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS
TECHNOLOGY DATA BY OCCUPATIONAL SERIES

APPENDIX C1

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-301 (N=17)
MISCELLANEOUS ADMINISTRATION AND PROGRAM

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	30%	41%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	6%	24%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	24%	12%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	12%	6%
COMPUTER OUTPUT MICROFORM (COM) AGREE	12%	6%
COPYING AGREE	54%	47%
COMPUTERIZED GRAPHICS AGREE	12%	18%
COMPUTER (MICRO, MINI-FRAME) AGREE	30%	36%
CONTRACTING AND FUNDING PROCESS AGREE	36%	35%
DICTATION EQUIPMENT AGREE	18%	0%
DATA BASE MANAGEMENT AGREE	42%	12%
DEPLOYABLE SYSTEMS AGREE	6%	0%
DESKTOP PUBLISHING AGREE	30%	24%

APPENDIX C1 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-301 (N=17)

MISCELLANEOUS ADMINISTRATION AND PROGRAM

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT) AGREE	36%	24%
ELECTRONIC FILING SYSTEMS AGREE	30%	30%
ELECTRONIC MAIL AGREE	48%	60%
ELECTRONIC SPREAD SHEET AGREE	24%	36%
FACSIMILE SYSTEMS AGREE	42%	42%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH) AGREE	36%	42%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA) AGREE	42%	42%
KNOWLEDGE ENGINEERING AGREE	0%	0%
LOCAL AREA NETWORKING (LAN) AGREE	12%	24%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA) AGREE	24%	30%
MICROFORM READER/PRINTER AGREE	30%	24%
MACINTOSH OPERATING SYSTEM AGREE	6%	0%

APPENDIX C1 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-301 (N=17)
MISCELLANEOUS ADMINISTRATION AND PROGRAM

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	30%	30%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	12%	12%
OPTICAL CHARACTER RECOGNITION AGREE	24%	30%
OPTICAL DATA STORAGE (LASER DISK) AGREE	18%	12%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	24%	6%
PHOTO COMPOSITION AGREE	12%	18%
PLOTTERS AGREE	12%	6%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	12%	12%
PRINTING/DUPLICATING (OFFSET) AGREE	24%	18%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	18%	6%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	24%	12%
ROBOTICS EQUIPMENT AGREE	0%	0%

APPENDIX C1 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-301 (N=17)
MISCELLANEOUS ADMINISTRATION AND PROGRAM

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS AGREE	12%	18%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION) AGREE	24%	30%
SYSTEMS INTEGRATION AGREE	12%	12%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS) AGREE	18%	12%
TEMPEST AGREE	12%	12%
TYPING OR KEYBOARDING AGREE	88%	77%
UNIX AGREE	18%	12%
VIDEO CONFERENCING AGREE	24%	18%
VOICE-ACTIVATED TECHNOLOGY AGREE	6%	6%
WORD PROCESSING (TEXT EDITORS) AGREE	66%	54%

APPENDIX C2

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES ..

OS-303 (N=7) MISCELLANEOUS CLERK AND ASSISTANT

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	0%	14%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	14%	0%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	14%	29%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	0%	0%
COMPUTER OUTPUT MICROFORM (COM) AGREE	0%	14%
COPYING AGREE	57%	72%
COMPUTERIZED GRAPHICS AGREE	14%	0%
COMPUTER (MICRO, MINI-FRAME) AGREE	43%	42%
CONTRACTING AND FUNDING PROCESS AGREE	42%	14%
DICTIONATION EQUIPMENT AGREE	28%	0%
DATA BASE MANAGEMENT AGREE	29%	14%
DEPLOYABLE SYSTEMS AGREE	14%	14%
DESKTOP PUBLISHING AGREE	29%	0%

APPENDIX C2 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-303 (N=7)

MISCELLANEOUS CLERK AND ASSISTANT

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT) AGREE	14%	14%
ELECTRONIC FILING SYSTEMS AGREE	14%	0%
ELECTRONIC MAIL AGREE	57%	28%
ELECTRONIC SPREAD SHEET AGREE	14%	29%
FACSIMILE SYSTEMS AGREE	43%	14%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH) AGREE	14%	14%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA) AGREE	28%	14%
KNOWLEDGE ENGINEERING AGREE	14%	0%
LOCAL AREA NETWORKING (LAN) AGREE	43%	14%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA) AGREE	14%	0%
MICROFORM READER/PRINTER AGREE	43%	14%
MACINTOSH OPERATING SYSTEM AGREE	0%	0%

APPENDIX C2 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-303 (N=7)
MISCELLANEOUS CLERK AND ASSISTANT

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	29%	43%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	14%	0%
OPTICAL CHARACTER RECOGNITION AGREE	0%	0%
OPTICAL DATA STORAGE (LASER DISK) AGREE	0%	0%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	14%	0%
PHOTO COMPOSITION AGREE	0%	0%
PLOTTERS AGREE	0%	0%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	28%	29%
PRINTING/DUPLICATING (OFFSET) AGREE	43%	29%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	14%	0%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	29%	14%
ROBOTICS EQUIPMENT AGREE	0%	0%

APPENDIX C2 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-303 (N=7)
MISCELLANEOUS CLERK AND ASSISTANT

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS AGREE	0%	0%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION) AGREE	14%	14%
SYSTEMS INTEGRATION AGREE	0%	0%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS) AGREE	14%	29%
TEMPEST AGREE	14%	0%
TYPING OR KEYBOARDING AGREE	57%	43%
UNIX AGREE	0%	0%
VIDEO CONFERENCING AGREE	14%	14%
VOICE-ACTIVATED TECHNOLOGY AGREE	0%	0%
WORD PROCESSING (TEXT EDITORS) AGREE	57%	14%

APPENDIX C3

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-342 (N=34)
SUPPORT SERVICES ADMINISTRATION

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	36%	36%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	15%	9%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	27%	45%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	9%	15%
COMPUTER OUTPUT MICROFORM (COM) AGREE	18%	24%
COPYING AGREE	77%	79%
COMPUTERIZED GRAPHICS AGREE	38%	44%
COMPUTER (MICRO, MINI-FRAME) AGREE	50%	54%
CONTRACTING AND FUNDING PROCESS AGREE	41%	57%
DICTATION EQUIPMENT AGREE	27%	15%
DATA BASE MANAGEMENT AGREE	39%	39%
DEPLOYABLE SYSTEMS AGREE	12%	15%
DESKTOP PUBLISHING AGREE	53%	51%

APPENDIX C3 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-342 (N=34)
SUPPORT SERVICES ADMINISTRATION

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT) AGREE	24%	24%
ELECTRONIC FILING SYSTEMS AGREE	45%	53%
ELECTRONIC MAIL AGREE	71%	79%
ELECTRONIC SPREAD SHEET AGREE	42%	42%
FACSIMILE SYSTEMS AGREE	79%	80%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH) AGREE	30%	48%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA) AGREE	41%	36%
KNOWLEDGE ENGINEERING AGREE	12%	15%
LOCAL AREA NETWORKING (LAN) AGREE	41%	50%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA) AGREE	27%	36%
MICROFORM READER/PRINTER AGREE	65%	54%
MACINTOSH OPERATING SYSTEM AGREE	15%	6%

APPENDIX C3 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-342 (N=34)
SUPPORT SERVICES ADMINISTRATION

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	56%	57%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	24%	27%
OPTICAL CHARACTER RECOGNITION AGREE	45%	33%
OPTICAL DATA STORAGE (LASER DISK) AGREE	30%	39%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	24%	38%
PHOTO COMPOSITION AGREE	18%	18%
PLOTTERS AGREE	18%	12%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	30%	33%
PRINTING/DUPLICATING (OFFSET) AGREE	50%	59%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	47%	48%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	48%	64%
ROBOTICS EQUIPMENT AGREE	3%	3%

APPENDIX C3 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-342 (N=34)
SUPPORT SERVICES ADMINISTRATION

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS AGREE	15%	21%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION) AGREE	27%	33%
SYSTEMS INTEGRATION AGREE	21%	30%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS) AGREE	24%	39%
TEMPEST AGREE	41%	45%
TYPING OR KEYBOARDING AGREE	85%	77%
UNIX AGREE	24%	15%
VIDEO CONFERENCING AGREE	32%	30%
VOICE-ACTIVATED TECHNOLOGY AGREE	21%	21%
WORD PROCESSING (TEXT EDITORS) AGREE	56%	63%

APPENDIX C4

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-343 (N=119)
MANAGEMENT ANALYSIS

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	26%	36%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	12%	14%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	49%	54%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	19%	25%
COMPUTER OUTPUT MICROFORM (COM) AGREE	35%	38%
COPYING AGREE	64%	64%
COMPUTERIZED GRAPHICS AGREE	40%	46%
COMPUTER (MICRO, MINI-FRAME) AGREE	62%	76%
CONTRACTING AND FUNDING PROCESS AGREE	32%	30%
DICTATION EQUIPMENT AGREE	28%	10%
DATA BASE MANAGEMENT AGREE	42%	60%
DEPLOYABLE SYSTEMS AGREE	11%	10%
DESKTOP PUBLISHING AGREE	45%	47%

APPENDIX C4 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-343 (N=119)
MANAGEMENT ANALYSIS

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT) AGREE	18%	10%
ELECTRONIC FILING SYSTEMS AGREE	51%	70%
ELECTRONIC MAIL AGREE	54%	66%
ELECTRONIC SPREAD SHEET AGREE	50%	47%
FACSIMILE SYSTEMS AGREE	46%	51%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH) AGREE	22%	28%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA) AGREE	39%	53%
KNOWLEDGE ENGINEERING AGREE	8%	7%
LOCAL AREA NETWORKING (LAN) AGREE	34%	51%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA) AGREE	41%	59%
MICROFORM READER/PRINTER AGREE	65%	65%
MACINTOSH OPERATING SYSTEM AGREE	15%	8%

APPENDIX C4 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-343 (N=119)
MANAGEMENT ANALYSIS

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	56%	66%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	15%	37%
OPTICAL CHARACTER RECOGNITION AGREE	42%	50%
OPTICAL DATA STORAGE (LASER DISK) AGREE	31%	49%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	39%	54%
PHOTO COMPOSITION AGREE	20%	10%
PLOTTERS AGREE	11%	11%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	15%	22%
PRINTING/DUPLICATING (OFFSET) AGREE	36%	41%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	36%	49%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	40%	39%
ROBOTICS EQUIPMENT AGREE	2%	5%

APPENDIX C4 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-343 (N=119)
MANAGEMENT ANALYSIS

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS		
AGREE	20%	31%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION)		
AGREE	23%	41%
SYSTEMS INTEGRATION		
AGREE	12%	34%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS)		
AGREE	20%	34%
TEMPEST		
AGREE	24%	33%
TYPING OR KEYBOARDING		
AGREE	89%	85%
UNIX		
AGREE	24%	33%
VIDEO CONFERENCING		
AGREE	23%	31%
VOICE-ACTIVATED TECHNOLOGY		
AGREE	12%	19%
WORD PROCESSING (TEXT EDITORS)		
AGREE	75%	76%

APPENDIX C5

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-344 (N=155)
MANAGEMENT CLERICAL AND ASSISTANCE

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	25%	25%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	11%	7%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	37%	38%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	17%	11%
COMPUTER OUTPUT MICROFORM (COM) AGREE	17%	28%
COPYING AGREE	68%	59%
COMPUTERIZED GRAPHICS AGREE	24%	27%
COMPUTER (MICRO, MINI-FRAME) AGREE	47%	60%
CONTRACTING AND FUNDING PROCESS AGREE	22%	25%
DICTIONATION EQUIPMENT AGREE	27%	6%
DATA BASE MANAGEMENT AGREE	40%	49%
DEPLOYABLE SYSTEMS AGREE	6%	5%
DESKTOP PUBLISHING AGREE	30%	32%

APPENDIX C5 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-344 (N=155)
MANAGEMENT CLERICAL AND ASSISTANCE

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT) AGREE	14%	8%
ELECTRONIC FILING SYSTEMS AGREE	46%	52%
ELECTRONIC MAIL AGREE	43%	41%
ELECTRONIC SPREAD SHEET AGREE	27%	26%
FACSIMILE SYSTEMS AGREE	42%	35%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH) AGREE	15%	19%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA) AGREE	33%	38%
KNOWLEDGE ENGINEERING AGREE	5%	6%
LOCAL AREA NETWORKING (LAN) AGREE	22%	27%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA) AGREE	33%	37%
MICROFORM READER/PRINTER AGREE	47%	49%
MACINTOSH OPERATING SYSTEM AGREE	9%	9%

APPENDIX C5 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-344 (N=155)
MANAGEMENT CLERICAL AND ASSISTANCE

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	55%	68%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	9%	14%
OPTICAL CHARACTER RECOGNITION AGREE	26%	28%
OPTICAL DATA STORAGE (LASER DISK) AGREE	16%	20%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	23%	36%
PHOTO COMPOSITION AGREE	9%	9%
PLOTTERS AGREE	9%	11%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	13%	22%
PRINTING/DUPLICATING (OFFSET) AGREE	34%	33%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	21%	26%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	36%	33%
ROBOTICS EQUIPMENT AGREE	2%	2%

APPENDIX C5 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-344 (N=155)
MANAGEMENT CLERICAL AND ASSISTANCE

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS AGREE	13%	10%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION) AGREE	22%	27%
SYSTEMS INTEGRATION AGREE	14%	14%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS) AGREE	17%	23%
TEMPEST AGREE	22%	14%
TYPING OR KEYBOARDING AGREE	89%	85%
UNIX AGREE	7%	6%
VIDEO CONFERENCING AGREE	14%	10%
VOICE-ACTIVATED TECHNOLOGY AGREE	8%	6%
WORD PROCESSING (TEXT EDITORS) AGREE	67%	63%

APPENDIX C6

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1082 (N=15)
WRITING AND EDITING

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	40%	53%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	7%	7%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	7%	7%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	7%	7%
COMPUTER OUTPUT MICROFORM (COM) AGREE	7%	7%
COPYING AGREE	53%	86%
COMPUTERIZED GRAPHICS AGREE	47%	54%
COMPUTER (MICRO, MINI-FRAME) AGREE	53%	73%
CONTRACTING AND FUNDING PROCESS AGREE	20%	14%
DICTATION EQUIPMENT AGREE	14%	0%
DATA BASE MANAGEMENT AGREE	20%	40%
DEPLOYABLE SYSTEMS AGREE	13%	0%
DESKTOP PUBLISHING AGREE	80%	86%

APPENDIX C6 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1082 (N=15)
WRITING AND EDITING

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT) AGREE	20%	0%
ELECTRONIC FILING SYSTEMS AGREE	33%	34%
ELECTRONIC MAIL AGREE	13%	47%
ELECTRONIC SPREAD SHEET AGREE	13%	26%
FACSIMILE SYSTEMS AGREE	14%	27%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH) AGREE	7%	0%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA) AGREE	13%	20%
KNOWLEDGE ENGINEERING AGREE	7%	0%
LOCAL AREA NETWORKING (LAN) AGREE	13%	27%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA) AGREE	26%	47%
MICROFORM READER/PRINTER AGREE	14%	7%
MACINTOSH OPERATING SYSTEM AGREE	13%	0%

APPENDIX C6 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1082 (N=15)
WRITING AND EDITING

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	47%	61%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	0%	7%
OPTICAL CHARACTER RECOGNITION AGREE	14%	13%
OPTICAL DATA STORAGE (LASER DISK) AGREE	14%	13%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	14%	7%
PHOTO COMPOSITION AGREE	13%	33%
PLOTTERS AGREE	7%	7%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	7%	21%
PRINTING/DUPLICATING (OFFSET) AGREE	33%	33%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	14%	20%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	27%	20%
ROBOTICS EQUIPMENT AGREE	7%	0%

APPENDIX C6 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1082 (N=15)
WRITING AND EDITING

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS AGREE	14%	7%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION) AGREE	20%	13%
SYSTEMS INTEGRATION AGREE	14%	27%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS) AGREE	20%	27%
TEMPEST AGREE	93%	13%
TYPING OR KEYBOARDING AGREE	27%	93%
UNIX AGREE	20%	27%
VIDEO CONFERENCING AGREE	7%	13%
VOICE-ACTIVATED TECHNOLOGY AGREE	7%	7%
WORD PROCESSING (TEXT EDITORS) AGREE	93%	93%

APPENDIX C7

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1087 (N=8)
EDITORIAL ASSISTANCE

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	38%	51%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	13%	0%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	26%	0%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	0%	0%
COMPUTER OUTPUT MICROFORM (COM) AGREE	0%	0%
COPYING AGREE	39%	64%
COMPUTERIZED GRAPHICS AGREE	38%	38%
COMPUTER (MICRO, MINI-FRAME) AGREE	25%	51%
CONTRACTING AND FUNDING PROCESS AGREE	0%	0%
DICTATION EQUIPMENT AGREE	38%	0%
DATA BASE MANAGEMENT AGREE	25%	26%
DEPLOYABLE SYSTEMS AGREE	0%	0%
DESKTOP PUBLISHING AGREE	38%	88%

APPENDIX C7 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1087 (N=8)
EDITORIAL ASSISTANCE

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT)		
AGREE	0%	13%
ELECTRONIC FILING SYSTEMS		
AGREE	13%	13%
ELECTRONIC MAIL		
AGREE	50%	51%
ELECTRONIC SPREAD SHEET		
AGREE	25%	0%
FACSIMILE SYSTEMS		
AGREE	25%	0%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH)		
AGREE	0%	0%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA)		
AGREE	26%	26%
KNOWLEDGE ENGINEERING		
AGREE	0%	0%
LOCAL AREA NETWORKING (LAN)		
AGREE	25%	26%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA)		
AGREE	13%	13%
MICROFORM READER/PRINTER		
AGREE	26%	25%
MACINTOSH OPERATING SYSTEM		
AGREE	0%	0%

APPENDIX C7 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1087 (N=8)
EDITORIAL ASSISTANCE

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	25%	50%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	13%	0%
OPTICAL CHARACTER RECOGNITION AGREE	38%	50%
OPTICAL DATA STORAGE (LASER DISK) AGREE	0%	0%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	0%	0%
PHOTO COMPOSITION AGREE	26%	26%
PLOTTERS AGREE	13%	0%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	0%	13%
PRINTING/DUPLICATING (OFFSET) AGREE	13%	25%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	0%	0%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	26%	13%
ROBOTICS EQUIPMENT AGREE	0%	0%

APPENDIX C7 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1087 (N=8)
EDITORIAL ASSISTANCE

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS AGREE	0%	0%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION) AGREE	13%	0%
SYSTEMS INTEGRATION AGREE	0%	13%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS) AGREE	0%	13%
TEMPEST AGREE	26%	13%
TYPING OR KEYBOARDING AGREE	0%	89%
UNIX AGREE	13%	0%
VIDEO CONFERENCING AGREE	13%	0%
VOICE-ACTIVATED TECHNOLOGY AGREE	0%	0%
WORD PROCESSING (TEXT EDITORS) AGREE	76%	76%

APPENDIX C8

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1654 (N=50)
PRINTING MANAGEMENT

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	60%	68%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	4%	0%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	40%	28%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	8%	14%
COMPUTER OUTPUT MICROFORM (COM) AGREE	40%	32%
COPYING AGREE	88%	96%
COMPUTERIZED GRAPHICS AGREE	46%	54%
COMPUTER (MICRO, MINI-FRAME) AGREE	42%	56%
CONTRACTING AND FUNDING PROCESS AGREE	56%	60%
DICTATION EQUIPMENT AGREE	10%	6%
DATA BASE MANAGEMENT AGREE	30%	38%
DEPLOYABLE SYSTEMS AGREE	4%	4%
DESKTOP PUBLISHING AGREE	54%	52%

APPENDIX C8 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1654 (N=50)
PRINTING MANAGEMENT

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT) AGREE	16%	8%
ELECTRONIC FILING SYSTEMS AGREE	30%	22%
ELECTRONIC MAIL AGREE	36%	22%
ELECTRONIC SPREAD SHEET AGREE	28%	20%
FACSIMILE SYSTEMS AGREE	28%	18%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH) AGREE	22%	20%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA) AGREE	30%	34%
KNOWLEDGE ENGINEERING AGREE	4%	4%
LOCAL AREA NETWORKING (LAN) AGREE	14%	18%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA) AGREE	32%	38%
MICROFORM READER/PRINTER AGREE	50%	50%
MACINTOSH OPERATING SYSTEM AGREE	18%	26%

APPENDIX C8 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1654 (N=50)
PRINTING MANAGEMENT

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	44%	56%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	14%	10%
OPTICAL CHARACTER RECOGNITION AGREE	24%	20%
OPTICAL DATA STORAGE (LASER DISK) AGREE	20%	16%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	38%	42%
PHOTO COMPOSITION AGREE	70%	76%
PLOTTERS AGREE	12%	8%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	10%	28%
PRINTING/DUPLICATING (OFFSET) AGREE	94%	96%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	44%	44%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	98%	94%
ROBOTICS EQUIPMENT AGREE	0%	2%

APPENDIX C8 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-1654 (N=50)
PRINTING MANAGEMENT

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS AGREE	4%	8%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION) AGREE	8%	10%
SYSTEMS INTEGRATION AGREE	8%	14%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS) AGREE	22%	24%
TEMPEST AGREE	6%	18%
TYPING OR KEYBOARDING AGREE	76%	80%
UNIX AGREE	22%	24%
VIDEO CONFERENCING AGREE	20%	18%
VOICE-ACTIVATED TECHNOLOGY AGREE	6%	6%
WORD PROCESSING (TEXT EDITORS) AGREE	54%	52%

APPENDIX C9

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-2003/2005 (N=10)

SUPPLY PROGRAM MANAGEMENT AND SUPPLY CLERICAL AND TECHNICIAN

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
ADVANCE TECHNOLOGY PRINTING (LASER, ETC.) AGREE	20%	30%
ARTIFICIAL INTELLIGENCE EXPERT SYSTEMS AGREE	10%	10%
AUTOMATED STORAGE AND RETRIVAL OF MICROFORM AGREE	20%	20%
COMPUTER-AIDED DESIGN (CAD) COMPUTER-AIDED ENGINEERING (CAE) AGREE	0%	30%
COMPUTER OUTPUT MICROFORM (COM) AGREE	0%	10%
COPYING AGREE	50%	70%
COMPUTERIZED GRAPHICS AGREE	20%	0%
COMPUTER (MICRO, MINI-FRAME) AGREE	50%	70%
CONTRACTING AND FUNDING PROCESS AGREE	60%	50%
DICTATION EQUIPMENT AGREE	20%	0%
DATA BASE MANAGEMENT AGREE	60%	80%
DEPLOYABLE SYSTEMS AGREE	20%	0%
DESKTOP PUBLISHING AGREE	30%	60%

APPENDIX C9 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-2003/2005 (N=10)

SUPPLY PROGRAM MANAGEMENT AND SUPPLY CLERICAL AND TECHNICIAN

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
DISASTER PREPAREDNESS (DEGRADED ENVIRONMENT) AGREE	30%	0%
ELECTRONIC FILING SYSTEMS AGREE	40%	40%
ELECTRONIC MAIL AGREE	40%	40%
ELECTRONIC SPREAD SHEET AGREE	30%	30%
FACSIMILE SYSTEMS AGREE	20%	40%
HUMAN FACTORS ENGINEERING (ERGONOMICS, SAFETY, HEALTH) AGREE	20%	30%
INFORMATION & DATA EXTRACTION (DATA BASE, SPREADSHEET, RAW DATA) AGREE	30%	50%
KNOWLEDGE ENGINEERING AGREE	10%	10%
LOCAL AREA NETWORKING (LAN) AGREE	30%	50%
MEDIA CONVERSION (PAPER TO MICRO, PAPER TO MAGNETIC MEDIA) AGREE	30%	30%
MICROFORM READER/PRINTER AGREE	30%	30%
MACINTOSH OPERATING SYSTEM AGREE	0%	0%

APPENDIX C9 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-2003/2005 (N=10)

SUPPLY PROGRAM MANAGEMENT AND SUPPLY CLERICAL AND TECHNICIAN

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
MICROSOFT DISK OPERATING SYSTEM (MS-DOS) AGREE	40%	60%
MULTIUSER SYSTEMS (DATA EXCHANGE, STANDARDS, PACKET SWITCHING) AGREE	10%	40%
OPTICAL CHARACTER RECOGNITION AGREE	20%	10%
OPTICAL DATA STORAGE (LASER DISK) AGREE	0%	10%
OTHER MICROFORM PRODUCTION EQUIPMENT AGREE	10%	30%
PHOTO COMPOSITION AGREE	20%	10%
PLOTTERS AGREE	10%	0%
POWER SUPPLIES (BACKUP, STANDBY) AGREE	50%	20%
PRINTING/DUPLICATING (OFFSET) AGREE	30%	30%
PROGRAM OBJECTIVE MEMORANDUM (POM) CYCLE, FAST PAYBACK CAPITAL INVESTMENT PROGRAM (FASCAP) AGREE	30%	20%
REPROGRAPHICS (NON-OFFSET) EQUIPMENT AGREE	30%	20%
ROBOTICS EQUIPMENT AGREE	0%	10%

APPENDIX C9 (CONTINUED)

SUMMARY OF SELECTED BACKGROUND INFORMATION OF PERSONAL EXPERIENCE IN ADMINISTRATION TECHNOLOGY, OFFICE AUTOMATION OR INFORMATION SYSTEMS TECHNOLOGY DATA BY OCCUPATIONAL SERIES

OS-2003/2005 (N=10)

SUPPLY PROGRAM MANAGEMENT AND SUPPLY CLERICAL AND TECHNICIAN

<u>EQUIPMENT</u>	<u>I HAVE THOROUGH KNOWLEDGE AND EXPERIENCE WITH EQUIPMENT IN THESE AREAS</u>	<u>MY JOB REQUIRES THOROUGH KNOWLEDGE AND EXPERIENCE WITH THE LISTED EQUIPMENT</u>
SYSTEM REQUIREMENT ANALYSIS		
AGREE	30%	40%
SYSTEM SECURITY (PHYSICAL, SOFTWARE, DATA/ INFORMATION RECOVERY, ENCRYPTION)		
AGREE	20%	20%
SYSTEMS INTEGRATION		
AGREE	40%	40%
TELECOMMUNICATIONS (TELEPHONE/DATA, VIDEO, FIBER OPTICS, LAN/WIDE AREA NETWORK (WAN), MULTIPLEXERS)		
AGREE	10%	20%
TEMPEST		
AGREE	10%	0%
TYPING OR KEYBOARDING		
AGREE	90%	60%
UNIX		
AGREE	30%	20%
VIDEO CONFERENCING		
AGREE	0%	10%
VOICE-ACTIVATED TECHNOLOGY		
AGREE	0%	10%
WORD PROCESSING (TEXT EDITORS)		
AGREE	40%	40%